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THE DIRECTOR GENERAL'S

Programme and Budget Proposals

FOR

1994-95

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BUREAU INTERNATIONAL DU TRAVAIL
OFICINA INTERNACIONAL DEL TRABAJO

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Third item on the agenda

PROGRAMME AND BUDGET PROPOSALS FOR 1994-95

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Director-General's Preface

I have the honour to submit my Programme and Budget proposals for the biennium 1994-95.

These Programme and Budget proposals translate into budgetary terms the key ideas contained in the preliminary consultation document in February-March 1992 and approved by the Programme, Financial and Administrative Committee and the Governing Body at its 252nd Session. Their aim is to define the major objectives which the Organization should set itself in order to respond to the most pressing needs of its constituents. In a wider perspective, they are designed to enable the Organization to adapt to the major changes now under way in relation to the financing of development cooperation. Finally, they respond to the frequently expressed wish that certain activities should be curtailed in order to focus more sharply on the core mandate of the ILO, while improving the quality of the services provided and the efficiency of the means of action deployed.

These proposals should be viewed in the light of certain major events which are due to be celebrated during the coming biennium. The year 1994 will mark the 75th anniversary of the International Labour Organization and the 50th anniversary of the Declaration of Philadelphia. The year 1995 will mark the 50th anniversary of the United Nations Organization and will be the year in which the World Summit for Social Development will be convened by that Organization.

These events highlight the need to reflect on the major challenges facing the ILO at the end of the present century. Several outstanding events during the 1994-95 biennium, such as the Second High-Level Meeting on Employment and Structural Adjustment, the two sessions of the International Labour Conference and the World Summit for Social Development will provide an opportunity to highlight the role which the ILO should play within a United Nations system which is itself undergoing a process of fundamental change. The Programme and Budget proposals for 1994-95 therefore seek to respond to the need for forward thinking about the renewal of the Organization, a process with which the ILO's constituents will be fully associated. The essential task will be to define the ILO's response to the major challenges facing the world of labour, and to ensure that this response will have an effective impact.

Throughout the world, far-reaching political reforms are being undertaken because the citizens of a large number of member States have clearly expressed the will to be guided by the values and principles which are the cornerstone of ILO action, namely respect for basic human rights and social justice. In most cases, these political and institutional reforms are associated with a transition towards the market economy system. As a result, a considerable shake-up of decision-making institutions is occurring and many existing methods of action and ways of thinking are being called into question. When implementation of the Programme and Budget begins the universality of the ILO will have been appreciably strengthened, because around 15 new member States will by then have joined the Organization. This increase in membership is encouraging; however, it also represents an important challenge because these member States and many others are asking for increasing assistance from the Organization to enable them to solve their employment problems, to redraft their labour legislation, to create the conditions for social dialogue and to improve working conditions and social security.

These are the reasons underlying the choice of the priority objectives for the next biennium. These major objectives are progress towards fuller democracy, the alleviation of poverty, and the improvement of working conditions and workers' protection. The activities proposed for achieving these objectives are focused on certain key themes which are central to the ILO's mandate. These themes are international labour standards and the defence of human rights, equality of treatment for women, employment promotion and structural adjustment, the rural and informal sectors, and environment and the world of work.

The activities relating to these key themes have been chosen and defined so as to ensure that all departments contribute to them and that they will do so in a coordinated manner by collaborating with each other in the pursuit of very precise objectives. Such interdepartmental collaboration will also take place within the framework of major programme 140, under which three new interdepartmental projects are being proposed. These projects concern migration, the informal sector and the environment.

Development cooperation policies are changing very rapidly as a result of decisions taken by donor and recipient countries, whereby the latter will become the main agents of such cooperation. For this purpose, the Governing Council of the UNDP has established new rules of cooperation with the specialized agencies of the UN system.

In order to adapt itself to these new policies, the Office has embarked on a process of reform of its own structures and procedures. These reforms, which can be described as the policy of "active partnership", are aimed at bringing the Organization closer to its member States and, inside each country, closer to its constituents.

If the ILO is to assist Members effectively in elaborating and implementing a structural adjustment policy or, more precisely, to help them to integrate into the mainstream of economic activity important groups of people who are for the time being excluded, or if the ILO is to contribute to the successful implementation of a privatization policy, its impact will depend on its ability to mobilize simultaneously specialists on employment, labour legislation, industrial relations, training and retraining and social security, and to make all of them work together as a team. The new organizational structure to be established in the regions is aimed at making the best possible use of the Office's capacity both in the regions and at headquarters. The intention is to deal with the questions which are of particular interest to our constituents in a much more flexible way and to respond to their requests more rapidly. Thus the establishment of the multidisciplinary teams is a response to the complex nature of the economic and social policy problems arising in the ILO's member States.

The preliminary consultation discussion in February 1992 elicited a favourable response to the suggestion that the concept of collaborative activities with the Organization's constituents should be given concrete shape in the programme and budget proposals. The proposals for 1994-95 go far in this direction. The fact that the multidisciplinary teams will include specialists who have experience of employers' and workers' organizations and are sensitive to their concerns provides a guarantee that such collaboration will be effective. Employers' activities are being considerably strengthened in these proposals, in the form of additional resources to enable these activities to be expanded in the field and at headquarters. The strengthening of workers' activities is likewise considerable.

Finally, tripartism also requires that ministries of labour and social affairs are in a position to discharge their new role as regulators, moderators, conciliators and arbiters in a market economy. Accordingly, the ILO must endeavour, through appropriate activities, to strengthen the authority of labour ministries within governments and to enhance their capacity to exercise a greater degree of influence on economic and social policy decisions in the fields within their competence.

The ILO itself must also be an active partner. The debate which took place in the Governing Body in February-March 1992 on the links between international labour standards and technical cooperation helped to define more precise ways of achieving synergy between these two means of action, so that they mutually strengthen each other. The dialogue between the ILO and its member States and other constituents concerning their shared objectives has been enriched by this discussion, and the Office will continue its efforts in this direction.

Members of the Governing Body have mentioned the need to take a fresh look at the Organization's standard-setting activities, so as to increase the impact of standards on social policies and national legislation, and on the way in which they are applied in practice. It was suggested in particular that consideration should be given to the choice of topics on which standard-setting action is required. The contribution of the Office to this analysis has already begun. Each of the technical programmes will in future closely examine the existing standards in their respective fields, in order to identify those which should be revised to take account of political, economic and social conditions and technological developments. This examination will largely be based on the ideas expressed by governments and by employer and worker representatives, as well as on the work of the Committee of Experts on the Application of Conventions and Recommendations and the Conference Committee on the Application of Standards.

Within the constraints of zero growth, the reforms necessitated by the policy of active partnership cannot be implemented without at the same time taking measures to achieve economies and to increase the efficiency of ILO activities.

Certain reforms concern the Organization's policy-making bodies. The Working Party on Improvements in the Functioning of the International Labour Conference recently completed the difficult task of reviewing Conference procedures and submitted constructive proposals for reform. These proposals were welcomed and adopted by the Governing Body, and the Conference will in principle consider in 1993 the amendments to the Standing Orders needed for their implementation in 1994. By rationalizing its work, while respecting its constitutional and legislative functions, the efficiency of the Conference will be increased, and the costs which it represents for member countries will be reduced. The Working Party, which successfully accomplished its complex task, has now been asked to consider reforms in the functioning of the Governing Body. As in the case of improvements in the functioning of the Conference, the Office will provide assistance to the Working Party in the conduct of its work.

The procedures of the regional conferences have been reformed so as to allow member States in each region to discuss the objectives of ILO activities in relation to their problems and to identify guidelines for future activities. Moreover, following earlier decisions of the Governing Body, the programme of major sectoral meetings will now focus on one technical question, which will be treated in greater depth.

As regards the management of ILO activities, new arrangements will be introduced as from the start of the 1994-95 biennium in order to monitor the implementation of these activities more effectively and to ensure that its constituents benefit more fully from them.

Firstly, a system of self-evaluation will be applied to all programmes and there will also be a new reporting system for each of the major programmes which will be designed to determine the progress made, to identify the impact of the activities undertaken and to take into account for the future the lessons which can be drawn from the implementation of the programmes. These new management methods will make it possible for the Organization, the Governing Body and the Conference to measure the impact of its action.

The distribution of resources between headquarters and the regions has also been modified considerably in comparison with the present programme and budget. The regions will benefit from an increase in resources amounting to about 5 per cent on average. While such a percentage may appear modest, rarely in recent biennia have such significant changes been made in the distribution of the Organization's resources. A further indicator of the intention to bring the Organization closer to its constituents and to respond to their needs can be found in the increased volume of resources to be allocated to the technical major programmes for advisory services to member States.

Apart from changes in the distribution of resources, these proposals imply a redistribution of tasks which is designed to release headquarters units, and particularly technical units, of the burden of administrative and support activities which have hampered both their technical and their analytical capacity. The new distribution of roles and responsibilities between headquarters and the regions, and within the regions themselves between the regional offices, the multidisciplinary teams and the field offices is also designed to streamline administrative procedures. On the other hand, these new arrangements will be counterbalanced by a much higher degree of accountability that will be required of all unit chiefs.

Such far-reaching changes call for a new strategy for human resource development within the Office. This strategy, which is being elaborated in consultation with the staff, aims at creating conditions that will be conducive to upgrading the skills of the staff and increasing its mobility between headquarters and the field, within headquarters and between the field services. The continuing objective will be to ensure that the Organization has the best possible staff at its disposal and, for this purpose, to prepare its staff to adapt to change and to the planned reorientation of the ILO's activities.

The concern to adapt itself to the changes taking place in the world has led the ILO to embark on a process of adapting its own structures. The Programme and Budget proposals for 1994-95 reflect my determination to pursue the reforms which have been initiated, in order to maintain the ILO's credibility and enhance its relevance to meeting the expectations of its constituents. As the 75th anniversary of this Organization approaches, I believe that it is essential to demonstrate once again its capacity for self-renewal.

Michel Hansenne

10 December 1992

Introduction

1. In preparing the proposals for the biennium 1994-95 the most important concern has been to ensure, as emphasized by the Director-General in the Preface, that the Organization remains relevant to the constituency it serves, the more so taking account of the rapid changes in this constituency because of major political developments in recent years. Today the key values of the Organization are more widely recognized than even before and many of the concerns of member States fall squarely in the ILO mandate. A number of new member States are joining the Organization with great hopes for the assistance they will receive. At the same time the concept of development cooperation and the policies associated with it are rapidly evolving.

2. In the view of the Director-General the relevance of the ILO to its constituency may be assured, firstly by adjusting the programme of work of the Office to take account of the main trends in the world of labour, and secondly, by seeking to further improve its capacity to respond effectively to the increasing number of requests for assistance received from constituents in member States. The cornerstone of this process of organizational change is the "active partnership policy", the purpose of which is to bring the ILO closer to its constituents in order to respond better to their priorities and needs and thus enhance the relevance of ILO activities. The changes to be introduced will improve the analytical capacity of the Office to diagnose problems and prepare advice on solutions, including new policies. They will also promote the more effective use of ILO technical capacity both at headquarters and in the field. Furthermore, they will enable the Office to act more effectively and flexibly in dealing with the needs of the tripartite constituents in member States. Other features of the policy include the transfer of certain administrative work related to technical cooperation to external offices, and more precision in the definition of the uses to which RBTC resources can be put. Details of these important changes in the organization of ILO technical and administrative work are given later in this Introduction.

3. The proposals are centred around three main objectives. The first is the promotion of the advance of democracy in all member States, including those which have also embarked on a transition to a market economy. The second is the provision of assistance and support to member States and constituents in their fight against poverty, the extent of which is an affront to human dignity in many countries. The third priority objective in the proposals concerns the protection of working people, including vulnerable groups such as women, children and migrant workers, in pursuit of the primordial ILO objective of improving conditions of work and life..

4. Within these three primary objectives the key themes in the technical activities proposed for the biennium 1994-95 are: international labour standards and the defence of human rights; equality for women; employment promotion and structural adjustment; the rural and informal sectors; and, environment and the world of work. Several major programmes will collaborate closely on these key themes and the emphasis on coordination and cooperation among them is an important feature of the proposals.

5. The proposals contained in this document, and in particular the major innovations mentioned below, were summarized in broad outline in the "preliminary consultation" paper on the proposals for 1994-95 submitted to the Programme, Financial and Administrative Committee and the Governing Body in February-March 1992. In preparing the present, more detailed, proposals careful account was taken of the discussion of that paper in the Committee (the report of which is contained in document GB.252/10/29). Account has also been taken of many other discussions in the Governing Body and its committees, and in the Conference.

6. This is the third occasion on which programme and budget proposals have been prepared following the discussion of a preliminary consultation document in the Governing Body. This approach to the preparation of the plan of work of the Office has proved its worth, indeed more so than could have been anticipated when this new procedure was decided upon in 1987. The preliminary consultation process has been most welcome: it has given the members of the Governing Body the opportunity to ensure that the programme and budget proposals respond in terms of policy orientation, objectives and priorities to the concerns of constituents in member States to a much greater extent than the discussion every six years of a Medium-Term Plan. Taking account of this positive experience, no provision is made in these proposals for the preparation of a new Medium-Term Plan.

The active partnership policy

7. Following the discussion of his proposals for the next biennium in the Programme, Financial and Administrative Committee, and in the Governing Body in February-March 1993, it is the Director-General's intention to move towards full implementation of the "active partnership policy". The primary objective of this policy is to ensure that all ILO activities at headquarters and in the field become more relevant to the constituency which the Organization serves. The aim is therefore to bring the ILO closer to its constituents through a better understanding of

their priorities and needs by continuing dialogue at the country level.

8. The active partnership policy has many implications directly derived from this overall objective. In particular, it is essential to ensure a greater degree of unity in the Organization as a whole, by bringing about a closer working relationship between headquarters departments and all the external offices. This should serve to ensure a more effective use of ILO technical capacity at headquarters and in the field, while preserving the analytical capacity to diagnose problems and prepare basic policy advice.

9. This policy implies important changes in the work of the ILO's external offices, especially those dealing directly with constituents in member States. Apart from the usual ongoing relations work, these offices, each of which will be technically supported by a multidisciplinary team and by the technical departments at headquarters, will be expected to formulate country objectives in fields of ILO competence following consultations with constituents. They will also be responsible to a greater extent than hitherto for managing technical cooperation projects and they will determine the terms of reference for advisory work to be carried out by the multidisciplinary advisory teams. The identification of objectives for ILO work at the country level will require the active participation of ministries of labour and employers' and workers' organizations. This is clearly an important prerequisite for the new policy to work and to achieve its objectives.

10. The active partnership policy also includes the establishment of 14 multidisciplinary advisory teams (five in Africa, four in the Americas, three in Asia and the Pacific, one to cover Central and Eastern Europe, and one for the Arab States). Each of these teams will include between three and 18 technical advisers from different disciplines. In response to the expectations of member States regarding the assistance they are to receive from the UN system as a whole in respect of policy advice at the programme level, the objective of these teams is to ensure that ILO work at the country level is multidisciplinary; thus each problem or issue will be examined in terms of its implications in the various technical fields in which the ILO is competent to advise. Twelve out of the 14 teams will include specialists on international labour standards, employers' activities and workers' activities. The other disciplines to be represented in each team will be decided in a flexible way depending on the needs of the subregion to be served, and will change over time. As far as possible, the technical advisers for each team will be chosen from among the ILO's serving staff, in consultation with the concerned technical units and the regional department.

11. The teams will work in close collaboration with ILO external offices. Their main function will be to provide support to constituents in the subregion which they cover and in particular to: (a) provide advisory services on technical policy issues within the ILO's mandate; (b) assist in the preparation and updating of country objectives, and programmes; and (c) assist constituents at the country level, including ministries of labour, in the design of programmes and projects, the technical backstopping of projects in the course of implementation, and the subsequent evaluation of the results of each project. The 14 teams and their provisional location in the biennium 1994-95 are listed below, it being understood that other possible locations will be kept under continuing consideration for future biennia.

12. The multidisciplinary teams will replace the existing regional advisers, many of whom will join the teams. Moreover, many of the ILO staff now serving with the existing regional employment teams will be integrated into the new multidisciplinary teams. In the future these teams will continue to provide support to the autonomous regional and subregional institutions in the fields of training and labour administration mentioned in the description of activities under the respective regional major programmes.

Multidisciplinary Advisory Teams

Provisional location	
	Africa
Abidjan	Central and West Africa Multidisciplinary Advisory Team
Dakar	North-West Africa Multidisciplinary Advisory Team
Cairo	North Africa Multidisciplinary Advisory Team
Harare	Southern Africa Multidisciplinary Advisory Team
Addis Ababa	East Africa Multidisciplinary Advisory Team
	Americas
Lima	Andean Multidisciplinary Advisory Team
Santiago	Americas Southern Cone Multidisciplinary Advisory Team
San José	Central American Multidisciplinary Advisory Team
Port-of-Spain	Caribbean Multidisciplinary Advisory Team
	Arab States
Geneva [1]	Arab States Multidisciplinary Advisory Team
	Asia and the Pacific
Bangkok	East Asia Multidisciplinary Advisory Team
New Delhi	South Asia Multidisciplinary Advisory Team
Manila	South-East Asia and the Pacific Multidisciplinary Advisory Team
	Europe
Budapest	Central and Eastern Europe Multidisciplinary Advisory Team

[1] Pending the return of the Regional Office to the region.

13. Each of the regional offices will be responsible for ensuring that all ILO activities in each region are consistent with the policies and priorities of the Organization and for optimizing their relevance and impact. With this objective in mind, the regional offices will coordinate the programming and evaluation of all activities undertaken by ILO offices and the multidisciplinary teams. The regional offices will cooperate with the existing regional political and economic institutions mentioned in the description of activities under the respective major programmes.

14. Another important aspect of the active partnership policy is the transfer of certain administrative and financial functions to external offices. The ILO's regional offices will carry an important responsibility in ensuring the satisfactory transfer of these functions and their subsequent performance. The main functions to be transferred include the preparation and revision of the budgets of UNDP-financed projects and the management of expenditure under all technical cooperation projects. Appropriate training funds and staff resources will be provided.

15. The main implication of the new policy for the work of the technical departments at headquarters is that in future they will have to formulate their programmes of work in terms of a collaborative effort with the field structure, including the multidisciplinary teams, in order to enable the Office to respond as directly as possible to constituents' main concerns. These departments will be expected to participate in the work of the teams, and in the identification and formulation of country objectives. They will also be expected to guarantee the technical soundness of work carried out at the country level, and to assist in its evaluation.

16. As detailed in the description of activities under major programme 150 (Development cooperation), this major programme will have a prime responsibility for the implementation of the active partnership policy, working in close consultation with major programmes 170 (Financial and central administrative services), 200 (Programming and management), and 160 (Personnel). This responsibility includes the preparation of the detailed instructions necessary for the preparation of country objectives; and establishing the reporting system to be used by all external offices and teams. Another important function of this major programme, as described in detail later in this document, is to ensure that a constant dialogue is maintained between regional management and headquarters on all aspects of the implementation of the new policy.

Priority objectives

17. Three major considerations guided the Director-General in the preparation of his Programme and Budget proposals for the biennium 1994-95. The first of these is the fact that many countries in all parts of the world have embarked on a process of democratization. Secondly, in spite of all the development efforts of recent decades, poverty is still very widespread in many countries. Thirdly, there is a continuing need to ensure the protection of working people throughout the world. These three basic priority objectives were outlined in the preliminary consultation paper submitted to the Programme, Financial and Administrative Committee of the Governing Body in February-March 1992. Following the discussion in the Committee, they served as basic guidance for the directors of the major programmes when preparing their proposals.

Promoting the advance of democracy

18. In the transition to a democratic system and a market economy now underway in many member States, it is necessary to ensure that the legal system may reasonably be expected to guarantee certain basic human rights, including workers' rights. The ILO can play a key role in promoting the rule of law in countries in transition by assistance in the reformulation of labour legislation so as to bring it into line with the principles embodied in international labour standards. Many of these countries are requesting ILO assistance in connection with a partial or total revision of labour legislation. The resources for this activity will be substantially increased in the biennium 1994-95 under the technical and regional major programmes, and through the work of the multidisciplinary teams.

19. The ILO can also make a vital contribution to the process of democratization through its activities in the field of industrial relations. It is important that all member States, and particularly countries in transition, should establish tripartite institutions so that the social partners can play an effective role in economic and social development. The ILO can offer assistance to ministries of labour and employment, as well as employers' and workers' organizations, to assist all three parties to assume the new responsibilities implicit in the development of democracy.

20. The role of employers' and workers' organizations is of particular importance to the consolidation of democracy. In recognition of this fact, the Director-General's proposals include an increase of some 10 per cent in the resources for the Employers' activities and the Workers' activities major programmes. In addition to an overall increase of advisory services, two meetings which are directly relevant to the consolidation of democracy are planned for 1994-95: an international round table on the new role of employers' organizations in countries with economies in transition; and an international symposium on workers' education and the promotion of trade union rights.

21. The Industrial relations and labour administration major programme has a key role to play in assisting countries in their move towards democracy. A substantial increase is foreseen in the level of advisory services in the area of industrial relations, which deal with the establishment of tripartite consultation at the national level, collective bargaining and workers' participation, and the training of negotiators, conciliators, mediators and arbitrators. Special efforts will also be

made to help countries to build and reinforce the central administrations and external services of ministries of labour and employment.

22. Unfortunately, recent experience indicates that the advance towards democracy is sometimes menaced by increasing ethnic and racial tensions. It is therefore important to combat discrimination, whether on the basis of sex, race, religion, nationality, political opinion or ethnic origin, in all aspects of life and particularly in connection with access to employment and conditions of employment.

23. The ILO will seek to deploy its considerable experience in dealing with these issues in order to assist countries to progress towards the elimination of discrimination in the transition both to democracy and to the market economy. Special attention will continue to be accorded to the issue of equality for women. Activities in this field are summarized later in this Introduction under the heading *Equality for women*. Provision is also made for assistance in the dismantling of apartheid, a process which is expected to accelerate during the next biennium, and for the implementation of measures to reverse the negative effects of this policy. Activities in favour of workers in the occupied Arab territories will be strengthened.

24. Democracy and an open market economy can be sustained only if policies and programmes are implemented to alleviate poverty progressively and to improve the position of those not presently protected by social security and welfare services. Thus governments in countries moving towards democracy have to do everything possible to ensure that their policies provide employment and lead to improved working and living conditions for the population. Here again the ILO will put its knowledge and experience in the areas of employment policy, social security, training and enterprise development at the disposal of member States.

The fight against poverty

25. Poverty remains widespread in the developing world and in many industrialized countries. From an ILO perspective, the elimination of poverty is essential to the attainment of social justice and is therefore crucial to the mandate of the Organization. In order to reduce poverty at the national level, it is necessary to develop flexible and responsive training systems, to implement successful employment promotion schemes and to develop social institutions.

26. The experience over the last decade has demonstrated that structural adjustment policies may increase poverty if, when designing such policies, care is not taken to avoid the potential negative social effects of certain measures. ILO work in this field has contributed to the acceptance of this fact within the international community, and particularly by the International Monetary Fund and the World Bank. The ILO will seek to strengthen its cooperation with these institutions so as to ensure that adjustment programmes take account of social objectives and lead to a pattern of growth that is sustainable in the long term. It will also encourage the acceptance of tripartite discussion as a means of achieving social consensus and broad support for national development policies.

27. The move towards a market economy in many member States may also lead to an increase in poverty if measures are not taken to develop countervailing policies and institutions. ILO activities in the biennium 1994-95 will assist countries in transition to strengthen their employment services, facilitate occupational mobility and adapt their social security systems. In addition, a new programme on Active labour market policies has been created under the Employment and development major programme as a direct response to concern expressed in the Governing Body Committee on Employment about the need to improve the efficiency of labour markets. This programme will place special emphasis on the needs and experiences of developing countries and countries in transition to a market economy.

28. A summary of the proposed programme of activities in the field of employment promotion, structural adjustment and assistance to countries in transition can be found later in this Introduction in the section on employment promotion and structural adjustment. Details of the work planned can be found in the descriptions of activities under most of the technical major programmes, particularly the Employment and development major programme, the Training major programme, and the Social security major programme. In addition, many of the meetings under the Sectoral activities major programme concern the issue of structural change in specific sectors of economic activity.

29. The proposals for the biennium 1994-95 also imply an increase in ILO activities in the informal sector. One of the interdepartmental projects under major programme 140 will deal with the informal sector. Its objective will be to improve the capacity of the sector to generate incomes and jobs and to protect those working in it. A short description of the project and other activities in the informal sector can be found under the heading *The rural and informal sectors* later in this Introduction.

Promoting the protection of working people

30. The protection of working people lies at the heart of the ILO's mandate. One of the main areas of protection concerns occupational safety and health. Here the activities of the Working conditions and environment major programme will bring together working conditions, occupational safety and health considerations, and the participation of the social partners. Emphasis will be placed on the extension of protection to small-scale enterprises and agriculture and on safety in hazardous operations. Activities concerning chemical safety and the classification of chemicals will continue and the ILO's role in the UNEP/WHO/ILO International Programme on Chemical Safety will be strengthened. This work will

complement that of the interdepartmental project on the environment under major programme 140. A summary of the activities planned in relation to environmental issues is given in the section of this Introduction on Environment and the world of work. The activities of the International Occupational Safety and Health Information Centre (CIS) have been reoriented and grouped together with other activities relating to information dissemination on safety and health to enable the Office to respond quickly to requests for practical information in this field. Other activities will deal with working time arrangements, improved work organization, work-related disorders, stress and workers' privacy.

31. Another important aspect of workers' protection concerns the concept of social protection. The work of the Social security major programme in 1994-95 will concentrate on four main objectives: the reform of social security schemes in the context of structural adjustment; the financing of social security schemes; the efficient running of social security schemes; and the extension of social protection to previously uncovered population groups. Particular attention will be paid to the establishment of social safety nets and unemployment compensation programmes in countries in transition to a market economy, and to the development of social security health-care schemes in all countries.

32. Past ILO work has made a significant contribution to the acceptance of equality of treatment for migrant workers, and the issue of the protection of migrant workers will figure prominently in the programme of work proposed for 1994-95. The activities of programme 60.5 (Migration and population) will focus on three aspects of migration: ways of reducing the flow of migrants by creating employment and income opportunities in emigration countries; assistance to countries wishing to benefit from employment opportunities available through international migration; and improving the protection of migrant workers. Provision is made under the Sectoral activities major programme for a meeting on social and labour issues concerning migrant workers in the construction industry. The Social security major programme will also deal with the protection of the rights of migrant workers, particularly through the negotiation of bilateral agreements. In addition, in recognition of the importance of the migrant workers' issue, the Director-General has decided to include an interdepartmental project on this subject under major programme 140. The objective of this project, of which further details are given in paragraph 77, will be the progressive application of international labour standards concerning migrant workers in a number of countries. The implementation of the project will enable the Office to respond to the resolution on the role of the ILO in the protection and promotion of the rights of migrant workers and their families adopted by the Conference in 1992.

33. Building on the work of the interdepartmental project on the elimination of child labour in the present biennium, further activities in the biennium 1994-95 will seek to protect working children and to promote the progressive abolition of child labour. Special efforts will be made to promote international labour standards on minimum age for admission to employment and on the abolition of forced labour, through advisory services and the organization of workshops. Advisory services will also focus on the design and implementation of national policies and programmes and support to non-governmental groups which campaign against child labour. Other activities in the field of child labour include the development of a statistical database on the economic activity of children and special training courses for labour inspectors. It is expected that some $10 million will be available from extra-budgetary sources under the International Programme for the Elimination of Child Labour (IPEC) to finance these and other activities.

Key themes in the proposals

34. The three priority objectives described above inspired the preparation of these proposals, and the definition of several key themes. Such themes correspond to issues central to the ILO's mandate. On each such issue work is required under a number of major programmes, with continuing collaboration between the units concerned. These key themes are: international labour standards and the defence of human rights; equality for women; employment promotion and structural adjustment; the rural and informal sectors; and environment and the world of work.

International labour standards and the defence of human rights

35. The first priority of the ILO – which is very closely related to its role in encouraging the democratic process – remains the defence of human rights and the application of international labour standards. Concern to promote standards is reflected in the proposals of all the technical departments. In addition, advisers on international labour standards will participate in the work of almost all the multidisciplinary teams. In this and other ways the biennium 1994-95 should witness a significant increase in the volume of standards-related activities in the regions, and a considerable improvement in the quality of ILO advice to constituents at the country level.

36. All the activities under major programme 50 (International labour standards and human rights) are oriented towards the better observance of international labour standards and a fuller respect for human rights. More emphasis will be placed on assisting the ILO's constituents, through advisory missions, seminars, training, and the collection and dissemination of information on social legislation, particularly in developing countries and in new member States, to participate actively in the elaboration and implementation of standards.

37. The links between the ILO's technical cooperation activities and international labour standards will be reinforced taking account of the discussion in the Governing Body at its 252nd (March 1992) Ses-

sion. Support will be provided to the multidisciplinary teams, training materials will be updated and collaboration with the Turin Centre will continue in this field.

38. As in past biennia, a significant portion of the budget of the International labour standards and human rights major programme will be devoted to the supervision of the application of standards, in respect of the processing of government reports under articles 19, 22 and 35 of the Constitution. Resources are also included under the relevant technical major programmes for the examination of these reports.

39. National and regional seminars will also be held to promote the observance of the basic human rights instruments, particularly those dealing with freedom of association and discrimination. The major programme will also participate in the seminars and workshops planned by other technical departments.

40. In view of the expected developments in the situation in South Africa, work in the 1994-95 biennium will be focused on the provision of advice and technical cooperation to assist South Africa and in particular employers' and workers' organizations, in whatever way is appropriate, in their efforts to overcome the problems arising from apartheid and to ensure equality of opportunity and treatment in both law and practice. RBTC resources are earmarked for assistance to post-apartheid South Africa and the special adviser in Namibia will coordinate technical cooperation activities financed from UNDP and multibilateral funds.

41. Under the Employment and development major programme, work will be undertaken to promote the implementation of the Indigenous and Tribal Peoples Convention, 1989 (No. 169), the Rural Workers' Organizations Convention, 1975 (No. 141) and the Forced Labour Convention, 1930 (No. 29). This will be done by organizing seminars, study tours, and advisory services. The Training major programme will promote the wider adoption of the Human Resources Development Convention, 1975 (No. 142) through the production and dissemination of promotional materials and the organization of seminars. Work will also be undertaken to assess the adequacy of equal opportunity policies in countries which have ratified the Vocational Rehabilitation and Employment (Disabled Persons) Convention, 1983 (No. 159).

42. The resources devoted to advisory services under the Industrial relations and labour administration major programmme provide for assistance to an increased number of countries in the formulation and revision of their labour legislation. Such work should have a direct impact on the implementation of a wide range of international labour standards. In addition, the major programme will undertake studies on statutory mimumum wages as a follow-up to the 1992 general survey on the Conventions dealing with minimum wage fixing (Conventions Nos. 26, 99 and 131), and will provide advisory services in connection with the implementation of the Equal Remuneration Convention, 1951 (No. 100). A series of seminars will also be organized on the Termination of Employment Convention, 1982 (No. 158) and the Protection of Workers' Claims (Employer's Insolvency) Convention, 1992 (No. 173).

43. Several activities under the Working conditions and environment major programme will promote the implementation of the Occupational Safety and Health Convention, 1981 (No. 155), and the Occupational Health Services Convention, 1985 (No. 161), which provide for the formulation of policies to be implemented by safety and health infrastructures and tripartite consultative mechanisms. Work will continue on the harmonization of classification systems of chemicals and the promotion of chemical safety in accordance with the Chemicals Convention, 1990 (No. 170); other activities relate to the Working Environment (Air Pollution, Noise and Vibration) Convention, 1977 (No. 148), the Hygiene (Commerce and Offices) Convention, 1964 (No. 120) and the Maximum Weight Convention, 1967 (No. 127). In addition, advisory services and training programmes will be proposed for the prevention of major industrial accidents, in accordance with the new international standards which are due to be adopted in 1993. The inclusion of an item on the agenda of the 82nd (1994) Session of the Conference, as decided by the Governing Body at its 254th Session, on safety and health in mines will be a major step in extending protection to millions of workers engaged in this particularly hazardous sector. In the area of conditions of work, advisory services will be offered and national seminars held to promote the ratification and application of the following Conventions: the Maternity Protection Convention (Revised), 1952 (No. 103); the Minimum Age Convention, 1973 (No. 138); the Workers with Family Responsibilities Convention, 1981 (No. 156); and the Night Work Convention, 1990 (No. 171). In addition, a draft code of practice on workers' privacy, which will also consider the potential for international labour standards in this field, will be submitted to a meeting of experts.

44. The ILO's sectoral meetings will continue to prepare conclusions which aim inter alia at protecting workers in particular industries. In particular, a tripartite meeting on maritime labour standards will be held. The Sectoral activities major programme will continue to promote the ratification and application of sectoral standards within its competence, including the Plantations Convention, 1958 (No. 110).

45. Activities under the Social security major programme will include the promotion of the implementation of the Equality of Treatment (Social Security) Convention, 1962 (No. 118), and the Maintenance of Social Security Rights Convention, 1982 (No. 157), through advice on bilateral or multilateral agreements on social protection, particularly for migrant workers.

46. Each of the three projects included under major programme 140 (Interdepartmental projects) for 1994-95 will contribute to the promotion of international labour standards. Programme 140.2 (Migrant workers) will make an important contribution to the

implementation of the two social security Conventions mentioned above, as well as the Migration for Employment Convention (Revised), 1949 (No. 97), and the Migrant Workers (Supplementary Provisions) Convention, 1975 (No. 143). The interdepartmental project concerning the informal sector will include activities to explore the possibility of gradually extending to informal sector producers and workers some of the basic social protection provided for in accordance with a wide range of international labour standards concerning freedom of association, forced labour, minimum age, social security, safety and health and labour inspection. The ratification and improved implementation of ILO standards concerning the working environment will be strongly promoted in a selected number of member States by the interdepartmental project on Environment and the world of work.

47. Under major programme 225 (Employers' activities), research will be carried out on the contribution which international labour standards can make to the adaptation to changes such as structural adjustment, and the introduction of flexiblity and new technologies. Training in the application of international labour standards will be offered to new employers' organizations.

48. Particular emphasis will be placed under major programme 230 (Workers' activities) on the role of workers in the promotion, adoption and implementation of international labour standards. An international symposium on the role of workers' education in the promotion of trade union rights will promote the ratification and implementation of international labour standards relating to such rights. Seminars and other training activities will be organized, and information on standards disseminated to workers' organizations around the world.

Equality for women

49. The promotion of equality of opportunity and treatment between men and women will remain a key issue in ILO action in the biennium 1994-95. The Special Adviser on Women Workers' Questions will continue to provide coordination within the Office and ensure liaison with other international organizations, particularly in the UN system. In 1994 the International Institute for Labour Studies will organize an International Forum on Equality for Women in a Changing World. The Forum will review the outcome of the interdepartmental project, define the needs for future ILO action concerning women workers, and provide a basis for the ILO's contribution to the Fourth United Nations World Conference on Women to be held in 1995. Much of the work on this issue proposed for the biennium 1994-95 under the technical major programmes is designed to follow up on the activities undertaken under the present interdepartmental project.

50. Under major programme 50 (International labour standards and human rights) work will be carried out on appeals procedures and sanctions to ensure respect for womens' rights, and on national machinery for promoting equality. In addition, it is planned to hold a meeting of experts on personnel policies to promote equality of opportunity and treatment in employment. Under major programme 60 (Employment and development) advisory services will be provided on labour market policies to reduce discrimination, and trends in occupational segregation will be analysed. Work will be undertaken on the impact of economic reforms, structural adjustment policies and export-oriented strategies on the employment and income prospects of women. The needs of women in the rural and informal sectors will also be addressed, through advisory services and policy workshops. Technical advisory services carried out under the Training major programme will emphasize equality and focus on how the gender issues should be treated in the design of national human resources development policies. In addition, a review will be undertaken of how different types of training legislation affect equality of opportunity. Other activities will concern the inclusion of women's access to training in guidelines on training policies.

51. Activities under the Industrial relations and labour administration major programme will include the preparation of promotional materials illustrating how collective bargaining can contribute to equality of opportunity and treatment for women. In addition, assistance will be given to member States on the question of equal pay for work of equal value as set out in the Equal Remuneration Convention, 1951 (No. 100). The concerns of women workers will be taken into account in several work items under the Working conditions and environment major programme, in relation for example to injuries and disorders due to overexertion in industries where there are many women workers. In the field of working conditions, advisory services will be made available and seminars will be organized on how to resolve conflicts between workers' responsibilities towards their employers and those towards their families. In addition, a draft code of practice on the prevention of sexual harassment at work will be prepared. In the field of social security, work will be carried out on the causes of discrimination against women.

52. Work under the Employers' activities major programme will identify ways in which employers' organizations can promote the participation of women in economic and social development. Under the Workers' activities major programme, advisory services will aim to assist in the development of workers' education programmes to emphasize women's participation and equality of opportunity. Attention will also be given to the problems of women workers in rural areas and to occupational safety and health problems specific to women.

53. Specialists on women workers' questions will be included in several of the multidisciplinary teams in order to ensure the systematic consideration of equality concerns in policy advice. Activities will include increased access to employment and training, better working conditions and social protection, the development of women's organizations and the participation of women in decision-making. Provision

has been made under major programme 150 (Development cooperation) to ensure that equality issues are taken into account in the design and implementation of all ILO operational activities.

Employment promotion and structural adjustment

54. Employment promotion and structural adjustment issues will continue to figure prominently in the activities of the ILO in the biennium 1994-95. Work will be based on the conclusions of the High-Level Meeting on Employment and Structural Adjustment of 1987, the discussions in the Governing Body Committee on Employment and various resolutions recently adopted by the Conference, including the resolution concerning structural adjustment, industrial relations and economic and social development (1991); and three resolutions adopted in 1992, including: the resolution (and conclusions) concerning adjustment and human resources development; the resolution concerning the role of enterprises in employment growth and the creation of full, productive and freely chosen employment; and the resolution concerning employment promotion as an essential component of overall development.

55. As a follow-up to the 1992-93 interdepartmental project on employment and structural adjustment, it is proposed to hold a Second High-Level Meeting on Employment and Structural Adjustment in 1994 in order to take stock of the impact of adjustment policies since the First High-Level Meeting in 1987 on ILO objectives and policies. This meeting, the results of which could constitute an important ILO contribution to the preparation of the World Summit for Social Development in 1995, will also recommend policies to be pursued by member States, by the ILO's tripartite constituents, and by the international community in order to achieve economic growth, job creation and more equitable patterns of adjustment based on broad social consensus. The meeting will also advise the ILO on action it should take in cooperation with other organizations to assist the implementation of such policies.

56. During the biennium 1994-95, the ILO will continue to stress the need to take into account the long-term impact of stabilization and structural adjustment policies on social development, equity and the situation of disadvantaged groups in society. Taking account of the results of the interdepartmental project on structural adjustment, constituents will be assisted in developing a capacity to formulate and implement adjustment and reform programmes which better reflect ILO concerns. The Employment and development major programme has been reorganized in order to better assist member States to achieve long-term sustainable growth and employment creation, as well as more equitable and efficient labour markets, and the protection of the more vulnerable groups. Targeted action programmes for women, migrants and indigenous and tribal peoples figure prominently in this major programme. The programme on employment strategies will assist countries in the following areas: formulation of economic policies which increase employment and sustain economic reform; design of structural adjustment policies which contribute to employment creation in the medium-term; promotion of policies to stimulate labour demand, particularly in the private sector; and integrated human resources development planning. Provision is also made to evaluate the extent to which technical cooperation and advisory assistance in the field of employment planning has influenced policy-making and strengthened institutional capacity.

57. The new Active labour market policies programme in major programme 60 (Employment and development) is a direct response to the need for practical measures to improve the operation of labour markets through stimulating labour demand, improving labour supply and facilitating the match of labour supply and demand. Activities will include an assessment of the short- and long-term labour market implications of national labour market regulations on minimum wages and job security; and the applicability and limitations of active labour market policies in developing and middle-income countries. Particular attention will be paid to assisting countries undergoing transition to a market economy in the formulation, implementation and evaluation of labour market policies. The impact of enterprise restructuring and privatization in these countries will be evaluated; advisory missions will assess national labour market programmes and advise on the development of local labour market adjustment policy packages.

58. The programme of meetings under the Sectoral activities major programme contains provision for two meetings of standing committees and five smaller meetings concerned with various aspects of structural change and adjustment in specific sectors. These meetings will be prepared by appropriate research, including work on the experience with privatization in certain industries.

59. The activities of the Enterprise and cooperative development major programme will be particularly oriented towards assisting the ILO's tripartite constituents to deal with the impact of structural adjustment policies and the transition to a market economy. Policy advice will be provided on the role of enterprises in economic restructuring and privatization, management systems which have proven to be particularly successful, the impact of internal management consultancy on enterprise performance, and the growth and employment potential of medium-sized enterprises. Related work will concern the creation and strengthening of small enterprises, including cooperatives, which constitute a useful mechanism whereby autonomous groups may participate together in self-help initiatives and enterprises. Training issues will figure prominently in the ILO's activities in the field of structural adjustment. Work in the Training major programme will explore ways to ensure that training systems respond to changes in labour market requirements which are often caused by structural adjustment policies and advice will be given on how to incorporate training considerations in the design of structural adjustment programmes. Special attention will be given to the

training systems of countries undergoing transition to a market economy.

60. One of the main contributions of the Industrial relations and labour administration major programme to the ILO's work in the field of structural adjustment lies in the area of wages policies. Work will be carried out on the criteria for fixing statutory minimum wages and advisory services will be offered on the reform of wage policies and pay systems. Provision is made under this major programme for the promotion of effective tripartite consultation in the formulation and implementation of structural adjustment policies through the preparation of background papers, advisory services and seminars. Activities will also be launched under the Labour administration programme to strengthen ministries of labour and employment so that they can play an enhanced role in labour relations matters and other issues linked to structural adjustment measures.

61. In many of the countries in transition to a market economy, the consolidation of democracy will depend on the ability to provide coherent social security systems compatible with their economic situation. One of the main areas of concern of the Social security major programme in 1994-95 will be to assist countries to reform and adapt their social security programmes in the context of structural adjustment. Policy advice will be given on how to modify and alleviate the negative consequences of structural adjustment programmes; the types of fundamental reforms which are needed in relation to social safety nets, pension schemes and health care programmes; and how to integrate these issues into policy on labour markets, training, taxation and macroeconomic policies.

62. The social implications of structural adjustment and privatization measures are of particular interest to both employers' and workers' organizations. Activities under the Employers' activities major programme will include a study of the industrial relations aspects of structural adjustment and the new responsibilities of employers in both the public and private sectors. Provision is made for holding an international round table on the new role of employers' organizations in countries with economies in transition, which will exchange experiences and seek solutions to problems stemming from privatization and structural adjustment. Under the Workers' activities major programme, assistance will be given to strengthen the position of trade unions in decision-making, and particularly structural adjustment programmes. Workers' education programmes will help workers to evaluate the social impact of such programmes, particularly on employment. Provision is also made for a regional seminar on the role of trade unions in social and economic changes in Latin America.

Environment and the world of work

63. Issues dealing with the environment will continue to receive high priority in 1994-95. The proposals take account of the report of the ILO Tripartite Advisory Meeting on Environment and the World of Work (November 1992), and the resolution on environment, development, employment and the role of the ILO adopted by the Conference in 1990 and the various texts (and particularly *Agenda 21*) adopted by the United Nations Conference on Environment and Development (UNCED). In order to assist countries in their efforts to implement relevant environmental and sustainable development policies and measures, it is proposed that one of the interdepartmental projects in major programme 140, of which details are given in paragraph 79 below, should focus on environment and the world of work.

64. In addition to this project, several other activities specifically related to the environment will be integrated within the ILO's major programmes. The Employment and development major programme will explore ways to ensure that environmental policies are compatible with employment creation and poverty alleviation policies and that the technologies adopted are both environmentally and socio-economically sustainable. Studies will be undertaken on the employment and income distribution effects of environmental policies and advice offered on how to include employment considerations in environmental impact assessments. Under the Enterprise and cooperative development major programme, work in the area of environmental protection will focus on improving the management of the natural resource base by cooperatives in the agricultural and cottage industries sectors. Protection of the environment will be an important aspect of the advisory activities of the Training major programme, under which particular efforts will be made to ensure that environmental protection measures are incorporated into all forms of vocational training. A study will be undertaken under the Sectoral activities major programme on the environmental impact of industrial activities, including an assessment of the impact of higher environmental standards on employment levels, conditions of work and productivity in the industries concerned.

65. Most of the ILO's work on environmental issues in 1994-95 is shown under the Working conditions and environment major programme. The focal point for environmental activities, which has been transferred to this major programme from major programme 40, will promote and coordinate the ILO's follow-up to UNCED and work closely with the interdepartmental project on the environment under major programme 140. One of the most important areas of environmental protection which falls within the ILO's mandate concerns safety in the use and disposal of hazardous chemicals. Work will continue on the harmonization of classification systems for chemicals, with special emphasis on harmonizing the hazard symbols and risk and warning statements used on labels. Should standards on the prevention of major industrial accidents be adopted by the Conference in 1993, they will be promoted by advisory services and training programmes relating to regulatory procedures, enterprise level risk assessment and operational control, safety and emergency plans and measures to protect the public and the environment. These activities will be carried out in the context of the

UNEP/ILO/WHO International Programme on Chemical Safety (IPCS).

66. Other environment-related activities under this major programme include the promotion of effective hazard control systems and national action programmes for accident prevention. Special training materials will be developed on safety in some of the most hazardous operations such as mining and construction. Work will continue, in collaboration with the International Atomic Energy Agency and other bodies, on the prevention of occupational hazards due to ionizing radiations, non-ionizing radiations (such as radio frequencies and electro-magnetic radiation) and nuclear safety.

67. Tripartite participation in matters related to the environment is becoming increasingly important. The Employers' activities major programme will seek to reinforce the environmental focal points which have been set up in certain employers' organizations through advisory services and training courses. Occupational safety and health and environmental protection will receive particular attention in the work of the Workers' activities major programme. Educational materials and training courses will be developed to ensure that workers develop the skills necessary to participate in the development and implementation of environmental policies and programmes.

The rural and informal sectors

68. Work on the rural and informal sectors will continue to be accorded high priority in the biennium 1994-95, taking account of the ILO's commitment to the fight against poverty and to the social protection of the population, particularly the most disadvantaged and poorest groups.

69. At the heart of ILO activities relating to the informal sector will be the interdepartmental project under major programme 140. This project has been designed to take account of the discussion of the Director-General's Report on *The dilemma of the informal sector* at the 78th Session of the International Labour Conference in 1991, and subsequent discussions in the Governing Body Committee on Employment. The interdepartmental project, of which more details are given in paragraph 78 below, will aim to improve productivity and employment creation in the informal sector, to extend certain elements of social protection to workers in the sector, and to encourage organizations of workers and producers.

70. The activities of the Employment and development major programme in the field of the informal sector will be coordinated with those of the interdepartmental project. In particular, advisory services will be provided on how to alleviate poverty through employment and income generation in the urban informal sector and guidelines will be produced on how urban infrastructure investment can be channelled to improve conditions in the urban informal sector. Training remains an important aspect of any attempt to improve the efficiency of the informal sector and the concerned major programme will pay particular attention to the design and implementation of training programmes for workers in the informal sector.

71. If the informal sector is to realize its potential contribution to economic development, employment generation and poverty alleviation, new and innovative approaches will be necessary to supply it with the information, support services and technology it needs. Activities under the Enterprise and cooperative development major programme will address these issues in 1994-95 through a variety of means. Advisory services will explore ways of inducing the private sector to respond to the technological needs of the informal sector in subsectors such as food processing, building materials and textiles, and guidelines will be prepared on the roles of employers' and workers' organizations in technology transfer to the informal sector. Work on financial delivery systems for small enterprise creation will also relate to micro-enterprises in the informal sector. In the field of information dissemination, the INSTEAD database will be decentralized to ILO field offices and expanded to include marketing and financial information, and programme 120.3 (Statistics) will develop a special database on informal sector employment.

72. The Employers' activities major programme will examine ways in which industry can provide training on skill development, productivity and conditions of work for informal sector enterprises. Under the Workers' activities major programme, provision is made for developing workers' education materials on the role of trade unions in improving the working conditions of the informal sector.

73. ILO activities in favour of the rural sector will place particular emphasis on the role of rural development in employment creation and income generation, the contribution of agriculture to overall growth and the role of farm and non-farm activities in employment creation. The problems of the rural economy and the design of programmes and projects to promote labour-intensive employment generation will continue to be a key concern under the Employment and development major programme. Advisory services will be provided on the design and implementation of policies and programmes which maximize employment creation and income generation for the rural population. Other activities relevant to the rural sector include: sectoral employment policy reports on employment-creation policies in the farm and rural non-farm sectors; promotion of international labour standards on rural workers' organizations and other instruments of particular relevance to the rural sector; and advisory services and information dissemination on the special conditions and needs of rural women and their organizations.

74. Efforts to alleviate poverty in rural areas are often hampered by a shortage of resources, low levels of basic education and a lack of appropriate training programmes that would improve productivity and encourage the employment and self-employment potential of the population. In order to address these problems, the Training major programme has developed a community-based approach to training over

the past decade. In order to enable communities to plan and implement community-based training programmes, a manual will be developed for local-level planners, to be used for advisory services and information dissemination. In the field of occupational health services, training materials will be developed and workshops will be organized to promote the progressive availability of occupational health services for workers in small-scale enterprises, the informal sector and the agricultural sector, also based on the role of the community. In addition, the Workers' activities major programme will continue its activities to encourage the development of rural workers' organizations through advisory services and training activities.

Interdepartmental projects

75. An interim evaluation of the progress of the interdepartmental projects launched in the biennium 1992-93 is to be submitted to the Governing Body in February-March 1993. The experience so far indicates that this approach is effective as a working method, and in terms of impact. The Director-General therefore proposes to maintain major programme 140 (Interdepartmental projects) in the biennium 1994-95.

76. The proposals for interdepartmental projects include provision for follow-up to the 1992-93 projects, including the Second High-Level Meeting on Employment and Structural Adjustment, and an International Forum on Equality for Women in a Changing World; and three new interdepartmental projects concerning migration, the informal sector and environment and the world of work.

77. Briefly summarized, the proposed project on migration will focus on 30 countries in which the ILO will aim to: reinforce national capacity by establishing institutional structures and the technical competence required in relation to the management of migratory flows, including flows of returning migrants; and to provide support to the countries concerned in relation to the better acceptance and application of international standards concerning migrant workers. One key element in the first objective is the establishment in the 30 selected countries of a better system of statistics on migratory flows. The most important element in the achievement of the second objective is the promotion of Conventions Nos. 97 and 143 on the protection of migrant workers, and Conventions Nos. 118 and 157 relating to social security. A meeting of experts to review the result of the project and the implications for future ILO policy and programmes relating to migrant workers is envisaged early in the biennium 1996-97.

78. The project concerning the informal sector will be focused on up to four cities in the developing world. It will aim at: improving the productivity of informal sector activities through vocational and management training, improved technology and improved access to credit, markets, institutions and services; providing basic social protection to informal sector producers and workers in relation (for example) to freedom of association, the protection of working children, social security, occupational safety and health, and labour inspection; and promoting and strengthening the organization of informal sector producers and workers, and assisting national organizations of employers and workers in extending their action to the informal sector. The project will involve all the technical departments and bring to bear all the experience that the ILO has acquired in relation to the informal sector over the last two decades.

79. The project proposed on Environment and the world of work is to be focused on a number of countries. The first objective of this project will be to promote the ratification and implementation of ILO Conventions on the working environment, and on the safe and environmentally sound use of chemicals. A second objective is to assist ILO constituents in the countries concerned to better assess and understand all the employment and social implications of environmental policies and programmes, taking account of the recommendations of UNCED.

Major changes in resource allocations

80. The proposals imply a major increase in the resources for the regional major programmes amounting to some $5.5 million. Among the developing regions, the increases amount to $1.4 million for Africa; slightly less than $1 million for the Americas; $1.2 million for Asia and the Pacific, and $0.3 million for the Arab States. The increase proposed for Field programmes in Europe is some $1.6 million, an increase arising from the creation of a multidisciplinary team to serve member States in Central and Eastern Europe. The Director-General believes that such an increase is essential in order to enable the ILO to respond more rapidly and effectively to requests for assistance from member States in this region, and to support the development of tripartism and the advance of democracy.

81. The resources for certain technical major programmes are to be increased in the biennium 1994-95. These include major programme 50 (International labour standards and human rights) and major programme 110 (Social security), which are to be reinforced in view of their importance to the achievement of ILO goals. There is also an increase in the resource provision under major programme 140, due in part to an increase of some $350,000 in respect of the Programme flexibility reserve. The Director-General is of the view that this Reserve has proved its worth, and that a further degree of flexibility, albeit limited, can usefully be included in the programme of work. The reduction in the resources to be made available to the other technical major programmes at headquarters will be more than offset by the increase envisaged in the technical capacity of the regional major programmes. Moreover, the workload of the technical major programmes relating to the administration of technical cooperation will decrease because of the transfer of some of these functions to the regions, and because of the change in the nature of technical cooperation, away from the execution of large-scale

projects towards analytical and policy advisory work. In the case of certain major programmes the reduction is associated with a significant and identifiable reorganization or change in priority. For example, the reduction amounting to some $440,000 in resources for major programme 100 (Sectoral activities) is mainly due to the decision to reduce the priority to be accorded to the Hotels and tourism sector, although the ILO will continue to promote the international labour standards relating to this sector (see also paragraph 99 below).

82. In the relations sector, significant increases totalling approximately $1.5 million altogether are proposed for major programmes 225 and 230 (Employers' activities and Workers' activities). In each case these increases amount to some 10 per cent in real terms. In the Director-General's view it is essential to strengthen these major programmes to take account of the need to encourage the emergence and further development of organizations representing the social partners in many member States.

83. A net decrease amounting to some $1.3 million is proposed for departments mainly concerned with administrative work. A reduction of some $0.5 million in the regular budget allocation for major programme 170 (Financial and central administrative services) is related to the transfer to the field of certain financial accounting functions to ILO external offices, and the reduction of some $1.5 million for major programme 180 (Editorial and document services) is associated with a general policy to reduce the volume of official publications and documentation, and the decision to cease publication of the *Social and Labour Bulletin*. The economy to be realized under major programme 220 (Relations and meetings), amounting to some $936,000, is mainly associated with a reorganization of the translation and interpretation services in order to achieve productivity gains. On the other hand, major programme 160 (Personnel) is to be reinforced to permit the more rapid development of PERSIS while developing a more proactive personnel mobility policy.

84. Finally, a decrease totalling some $1.6 million is proposed for major meetings (including the Conference, the Governing Body and regional meetings) for reasons explained in paragraphs 86-88 below. The resources for major programme 40 (General management) are also to be reduced for reasons explained in the detailed text. These decreases are offset by an increase of some $0.5 million under major programme 290 (Other budgetary provisions) due to an unavoidable increase in the ILO contribution to the Staff Health Insurance Fund in respect of retired officials.

85. In accordance with the principle of zero real growth, the level of Part I of the budget is the same as the corresponding level in real terms (i.e. at 1992-93 cost rates) for the present biennium. As regards Part II (Unforeseen expenditure), the same provision is proposed as in several recent biennia, namely $875,000.

Other key features of the proposals

The programme of meetings

86. The proposals regarding the International Labour Conference take account of the decisions taken by the Governing Body at its 254th (November 1992) Session on the recommendation of its Working Party on Improvements in the Functioning of the International Labour Conference. These decisions include: starting the Conference one day earlier than in the past, on Tuesday, starting in 1994; shorter formal opening ceremonies enabling the committees of the Conference to begin their work on Wednesday morning; alternating the discussion in the plenary between a Director-General's report on a social policy issue in budget years and a report by the Director-General on ILO activities in the past biennium (which will replace the annual report on ILO activities and the Programme implementation report) in a non-budget year; holding the Resolutions Committee only in non-budget years, subject to the understanding reached in the Governing Body on the recommendation of the Working Party as regards the need for a discussion of the revision or updating of an existing standard in each budget year; and finishing the work of the Conference by Friday of the third week, thereby allowing the Governing Body to meet on the Saturday. In addition to these changes in the functioning of the Conference, the Programme and Budget proposals for 1994-95 reflect the earlier decision to limit the length of speeches in the plenary sittings to ten minutes and to introduce electronic voting. The effect of all these changes is estimated to reduce the cost of the Conference by some $1.1 million in each biennium.

87. The proposals for major programme 20 (Governing Body) imply a reduction in the length of the February and November Sessions of the Governing Body by one day each during the 1994-95 biennium, thereby reflecting a continuation of the shortening of its sessions agreed by the Governing Body at its 254th (November 1992) Session in relation to the biennium 1992-93. The provision for this major programme has therefore been reduced by some $36,800.

88. At its 254th (November 1992) Session the Governing Body decided as part of the programme reductions for the biennium 1992-93 to postpone the Eighth African Regional Conference until early in 1994. Taking account of the cycle of regional meetings previously agreed, it is proposed that the other regional conference to be held in the next biennium would be the Fifth European Regional Conference. In addition, advisory meetings of Governing Body members from Europe and from Asia will be convened to determine the agendas for the subsequent regional conferences.

89. Taking account of the postponement of certain sectoral meetings to the biennium 1994-95, the major sectoral meetings to be held will concern: salaried employees and professional workers; the metal trades; coal mines; the chemical industries; work on plantations; and the clothing industry. Following the

decisions of the Governing Body on the recommendations of the Industrial Activities Committee in November 1992, the smaller sectoral meetings will include: a tripartite meeting on maritime labour standards; the first session of the Standing Committee for Educational Personnel; and meetings concerning the impact of structural adjustment in the public services; productivity and employment in commerce and offices; the consequences for management and personnel of the restructuring of railways (postponed from 1993); the social and labour problems caused by structural adjustments in the port industry; social and labour issues concerning migrant workers in the construction industry; the globalization of the footwear, textiles and clothing industry; and a meeting on a topic to be determined at a later stage. In the selection of these meetings the Industrial Activities Committee took account of the priority themes for the biennium 1994-95. The programme of sectoral meetings is supported by ongoing work to follow up on the requests made by previous industrial committee-type meetings through all means of action including research, technical advisory services and the promotion of relevant standards.

90. Fifteen technical meetings are proposed for the biennium 1994-95. These meetings are listed in Information Annex No. 9. As in the past, two meetings of the Committee of Experts on the Application of Conventions and Recommendations are included. Among the other meetings, two are of direct interest to the ILO's social partners: firstly, an international round table on the new role of employers' organizations in countries with economies in transition; and secondly, an international symposium on workers' education in the promotion of trade union rights. Several meetings are designed to lead to the adoption of codes of practice, or rules of practice, in fields such as: personnel policies to promote equality of opportunity (under major programme 50); the use of alcohol and drugs in the workplace (under major programme 70); workplace specifications, with a view to assuring a satisfactory working environment (under major programme 90); and the reporting of occupational accidents and diseases (also under major programme 90). A meeting on cooperative law will be designed to assist the development of legislation appropriate to the development of cooperatives at the national level.

91. It is envisaged that the proposed meeting of experts on workers' privacy should enable the Office to place a proposal before the Governing Body for a Conference agenda item on this subject. Similarly, the proposed meeting of experts on labour statistics relating to the measurement of underemployment is expected to lead to the adoption of a new international statistical standard at the next International Conference of Labour Statisticians to be held towards the end of the present decade.

92. Two technical meetings will be held in order to review the results of interdepartmental projects being implemented in the biennium 1992-93. The first of these, the Second High-Level Meeting on Employment and Structural Adjustment, is proposed taking account of the discussion in the Committee on Employment of the Governing Body in November 1992. The second meeting, an International Forum on Equality for Women in a Changing World, could pave the way for a possible Conference discussion of this subject in 1995, and certainly for the Fourth United Nations World Conference on Women to be held in the same year.

93. Finally, two meetings reflect ILO collaboration with other UN agencies: the Joint ILO/WHO Committee on Occupational Health; and the ILO/UNESCO Committee of Experts on the Application of the Recommendation concerning the Status of Teachers.

Publications and documentation

94. The fourth edition of the ILO *Encyclopaedia of Occupational Health and Safety*, one of the best-known works of reference for which the Office is responsible, will continue to be prepared in English in the biennium 1994-95, and the first two volumes will be produced and issued. In addition to the printed version of the *Encyclopaedia*, preparatory work will continue on a compact disc (CD-ROM) version. All this work will be carried out in collaboration with other concerned international agencies. A network will be set up between the ILO, government ministries, research institutions and commercial publishers in member States with the aim of ensuring that translations of the *Encyclopaedia* into French, Spanish and other languages are published as soon as possible after the completion of the English edition in the next biennium.

95. Two other features of the proposals relating to publications are worthy of note. Firstly, the Director-General has carefully reviewed ILO periodical publications and has come to the conclusion that the *International Labour Review* should be strengthened, and that publication of the *Social and Labour Bulletin* should cease. The latter decision seems unavoidable as the number of subscriptions is very low and the cost-effectiveness of this publication in terms of dissemination of information to constituents is therefore limited. Moreover, a section on recent social and labour trends will be incorporated in the *Review*. Efforts will be made to systematically encourage and plan the preparation of *Review* articles relevant to the ILO's key priorities. The periodicity of the Spanish edition will be increased from four to six times a year.

96. These proposals reflect the intention to make reductions in the volume of ILO publications, which will be chosen more selectively in the future, and also in the volume of documents prepared for the Conference, the Governing Body and other policy-making meetings. In the view of the Director-General, the work of these bodies will not be impaired by a lower volume of documentation, indeed rather the contrary.

Programme reorganizations

97. In contrast to the major changes envisaged in the organization of work under the regional major programmes, these proposals imply less change under

the headquarters technical major programmes. However, taking account of the overall resource constraint and the need to strengthen the efforts of the Office in the fields of labour law, labour relations and labour administration, it is planned to reorganize work relating to multinational enterprises and social policy, to follow up on the Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy adopted by the Governing Body in 1977. Activities of this nature will now be carried out by programme 80.2 (Labour law and labour relations), which will service the Governing Body Committee on Multinational Enterprises. Relations will continue to be maintained with other international organizations concerned with the question of multinational enterprises, and many of the technical issues mentioned in the Declaration will be addressed in future ILO work in various technical fields, including labour relations.

98. The proposals reflect the transfer of the former programme 150.4 (Technical cooperation personnel services) to major programme 160 (Personnel). The programme in question is responsible for the recruitment of experts for ILO technical cooperation projects, and the subsequent administration of the contracts of such experts. However, in recent years the need for a coherent and unified personnel policy has become apparent, especially in view of the present emphasis on mobility to and from the field and the establishment of the multidisciplinary teams. It is essential for personnel policy to be applied in a uniform manner to all categories of ILO staff. Nevertheless, programme 160.4 (Technical cooperation personnel services) will continue to work closely with the other units concerned with the implementation of ILO technical cooperation, most notably major programme 150 (Development cooperation) and major programme 170 (Financial and central administrative services).

99. Taking account of the main priorities set out in this Introduction, and the need to ensure that ILO activities properly complement the efforts of other international organizations, the resources for the Hotels and tourism programme are to be reduced in the next biennium. However, the ILO will continue to undertake all activities requested by constituents that relate to the application of international labour standards in this sector, including in particular the Working Conditions (Hotels and Restaurants) Convention (No. 172) and Recommendation (No. 179), 1991. Moreover, the ILO will continue to provide advisory services and support to technical cooperation in fields such as vocational training in the hotels and tourism sector, enterprise and management development, and working conditions, in the context of the activities of the concerned technical major programmes, and will continue to convene and service the Hotel, Catering and Tourism Committee.

Economies in ILO offices in the industrialized countries

100. Apart from relations work with ILO constituents, the ILO offices in industrialized countries are involved in many activities linked to technical cooperation. Thus these offices serve constituents as a whole, and not only those in the host member States. Following an internal review, the Director-General has formed the view that these offices should be maintained, because their activities undoubtedly contribute in a significant and cost-effective manner to the achievement of the Organization's objectives. However, taking account of the overall resource constraint, several economies have been identified in the course of this programming exercise. The proposals for the biennium 1994-95 imply reductions in the staffing of the Paris, Moscow, Rome and Washington offices, although in each case the reductions will in practice be carried out in such a way as not to prejudice the interests of serving staff. Economies in non-staff costs are envisaged in the Bonn, Brussels, London, Madrid, Moscow, New York and Tokyo offices. On the other hand, a strengthening is proposed of the ILO presence in Central and Eastern Europe, where the national correspondents in five countries are to be funded on a full-time rather than a part-time basis as in the past.

Evaluation of regular budget activities

101. Over the last fifteen years an extensive system for the design and evaluation of technical cooperation projects has been developed by the ILO. The proposals for the biennium 1994-95 imply that activities funded from the regular budget are also to be evaluated much more systematically in the future. In particular, programme managers in all departments will be expected to monitor the progress of regular budget activities and carry out self-evaluations of the impact of these activities. The conclusions of this work will serve two purposes: firstly, they will provide the basis for the planning of future work, with a view to enhancing effectiveness, and secondly, they will be reported to senior management, so that broader conclusions relevant to the general policy of the Office may be drawn. The Evaluation subprogramme under major programme 200 (Programming and management) will be responsible for the overall consistency of the self-evaluation process and will also itself carry out thematic evaluations and organize independent evaluations of specific programmes. Already in 1993 it is intended to circulate guidelines for self-evaluation of regular budget activities to technical departments at headquarters, and to the regional offices, which will also further develop evaluation activities.

Regular Budget Technical Cooperation (RBTC)

102. The Director-General has decided that a major change is required in the way in which RBTC is managed and used in the service of constituents, and in its presentation in the programme and budget document. In his view, it has become essential to define the uses to which RBTC credits may be put in a more transparent and rigorous fashion, so that it is quite clear which activities may be financed from this source of funds.

103. It is proposed to redefine the activities which RBTC may be used to finance as follows:

1) field projects, including meetings of all kinds, training workshops and short-term advisory services requested by ILO constituents, including technical projects to be implemented by autonomous regional institutions established by member States, and working in the ILO's field of competence;
2) the 14 multidisciplinary teams, and CINTERFOR, which by virtue of its statutes is part of the ILO, and like the teams will play an important role in the implementation of the active partnership policy.

104. The funding of the multidisciplinary teams from RBTC is appropriate because these teams will be primarily involved in technical advisory work at the country level and the provision of services directly to ILO constituents. In the past, many of the regional advisers were doing similar work, but with the new developments in the United Nations system in favour of programme development and policy advice, the activities of the teams will be even more focused on this objective.

105. Thus it is envisaged that RBTC credits will no longer be used to finance long-term regional adviser positions at headquarters in Geneva, or Professional and local staff in the regional centres associated with the ILO, and their local costs, sometimes including rent and other expenses, as has sometimes been the practice in the past.

106. The proposed allocation of RBTC between major programmes is shown in detail in Information Annex No. 7. Although the way in which RBTC is to be used in the future is not comparable with its use in the past the Annex contains indicative figures for the biennium 1992-93, including the total amount of RBTC credits used by the regional centres, together with the regular budget resources used to finance the regional advisers, their support staff and mission credits. The figures shown in Information Annex No. 7 imply an increase in the total volume of resources available for field projects under the regional major programmes.

107. Apart from this presentational change, the Director-General strongly believes that it is essential to improve the monitoring, analysis and evaluation of the way in which RBTC resources are used, in order to ensure that ILO constituents at the country level gain the maximum possible benefit from RBTC resources for projects, and that these resources are used in a manner that corresponds closely to the priority objectives of the Organization. The projects financed by RBTC must reflect the implementation of these objectives in operational terms taking account of the ILO's core mandate and the priorities determined by the Conference. While the total volume of resources for field projects is to be increased, it may also be desirable in future to aim at a higher average size of project, more careful design, and a continuing process of ex-post evaluation.

108. In the biennium 1992-93, the allocation of RBTC resources to the regions was increased, consequently reducing the RBTC resources of the technical major programmes at headquarters. These RBTC resources are important for the headquarters departments, because they represent the only means by which these departments can initiate and implement field projects themselves, albeit following consultations with the field structure. It would therefore not seem appropriate to go any further in reducing RBTC allocations for headquarters departments at this time. However, the present proposals do imply certain limited adjustments. In particular $100,000 has been added to major programmes 50 (International labour standards and human rights), 65 (Enterprise and cooperative development) and 90 (Working conditions and environment) to finance field projects relating to women, and in particular to equality for women. These resources will be used under the authority of the Special Adviser on Women Workers' Questions. This increase is more than offset by a reduction of $200,000 in the RBTC credits associated with interdepartmental projects.

Extra-budgetary technical cooperation

109. Following the United Nations General Assembly resolution 44/211 (December 1989) concerning the development of national capacity in relation to all aspects of the programming of operational activities, detailed decisions have been taken by the UNDP Governing Council on national execution and the successor arrangements for agency support costs. Details of the new arrangements have been given in a series of papers submitted by the Office to the Programme, Financial and Administrative Committee, most recently in February 1992 (see document GB.252/PFA/5/9). The new arrangements imply a significant reduction in Programme Support Income associated with ILO-executed projects financed by the UNDP. In preparing this document it was assumed that total delivery of ILO-executed projects financed by UNDP would amount to some $48 million in each year of the biennium 1994-95 compared with $83 million in 1992, a decrease of some 42 per cent. On the other hand, an increase is foreseen in the level of delivery of projects financed from multibilateral sources, amounting to some 20 per cent over the same period, to a level of $79 million in 1995. The net decrease in delivery financed from all sources is projected as 17 per cent.

110. These estimates of delivery are based on a careful analysis of information received from ILO external offices, and discussions with the UNDP in New York. They are evidently imprecise in nature, and in practice it may be found that they underestimate the speed with which the competent national authorities in developing countries will be ready to take in hand the execution of projects. It remains ILO policy to accept requests in the field of competence of the Organization from member States relating to the design of technical cooperation projects, and moreover to accept a decision in favour of national execution.

111. The projected decline in ILO-executed technical cooperation, and thus in Programme Support Income, has been taken into account in preparing the indicative figures for the allocation of such

income in the biennium 1994-95. The method by which this income is allocated among departments may be briefly summarized as follows. Firstly, it is envisaged that the regional departments will receive the same amount of Programme Support Income in real terms as was actually distributed in 1992, which in each case was higher than the indicative allocations shown in the Programme and Budget for 1992-93. This will permit further progress towards the decentralization of administrative and accounting work relating to technical cooperation. Secondly, the allocations to departments mainly concerned with administrative work are to be reduced on average by some 20 per cent. Thirdly, the remaining Programme Support Income resources are allocated to technical sector major programmes in proportion to their respective shares in delivery in the last year for which data is available. The result of the application of this methodology is that most of the headquarters major programmes show a considerable decrease in income from other sources, which is reflected in turn in a decrease in staff work-years, in the next biennium. It should however be emphasized that these figures are indicative and subject to revision in the course of 1993, as a clearer picture emerges concerning the future level of ILO-executed technical cooperation. Moreover the system of internal allocations of Programme Support Income may be revised in the future to take account of the new arrangements for cost-sharing between UNDP and the specialized agencies that came into force in January 1992.

The International Institute for Labour Studies

112. The proposals for the Institute constitute only preliminary indications. The detailed proposals will be submitted to the Institute's Board and the ILO Governing Body in November 1993. The aim of the Institute in the next biennium is to promote the involvement of practitioners and the external academic community in the development of future work programmes of the ILO. To do this effectively, the Institute will collaborate more directly with ILO departments, both as regards its work programme and its means of action. This interface will be promoted through exploration of social policy issues, involving ILO departments, practitioners, and academics; and the creation of external networks to discuss new questions of potential importance to the ILO. The basic theme of the work of the Institute will be the causal relationships between labour institutions, industrial organization, and patterns of economic development. A better understanding of these relationships is essential to enable the identification of social institutions and policies which can promote social equity with growth. The sub-themes will be issues relevant to future programmes of work of the technical departments themselves, in particular intersectoral issues not being addressed in an integrated manner at present. The Institute's means of action to explore these issues will include: the monitoring of new conceptual approaches and policy research findings developed outside the ILO; the mobilization of external networks; social policy fora; the dissemination of information; and educational programmes. While resource constraints oblige a reduction in the frequency of internship courses financed by the ILO from two courses to one in the biennium, the content of the courses will be reviewed to enhance their effectiveness.

The Turin Centre

113. The Development Plan for the Turin Centre for the period 1991-1995 was adopted by the Board of the Centre in November 1990 and approved by the Governing Body in February-March 1991. The Centre is now known as the International Training Centre of the ILO, and Article I of its Statute has been amended to provide the following description of its new mission: "to provide training activities at the service of economic and social development in accordance with, and through, the promotion of international labour standards. Its training activities, elaborated within the framework of the technical cooperation of the ILO, the United Nations system and other international organizations, are mainly addressed to people in senior positions in their member States." Since January 1992, the Centre has restructured its Training Department around regional units and specific technical units: the regional units are entrusted with the training process as a whole, from the identification of needs and the design and implementation of programmes to their evaluation and follow-up. Each unit is assigned objectives and these are subject to regular reassessment.

114. The primary importance accorded in the Plan to the need to harmonize the Centre's programmes with those of the ILO has already taken concrete form through a substantial increase in jointly designed and executed activities. This trend will continue in the course of the next biennium, as can be seen from the proposals included in this document. Furthermore, as a general rule, the Centre's courses now include a training module devoted to international labour standards. At the same time, its technical capability in the design of training materials has been considerably strengthened so that it can meet the growing needs of the technical units in the Office. The Centre is now recognized as an important and useful training instrument of the United Nations system with regard to technical assistance at the service of development. In this connection, the programme prepared for the system's senior officials on the management of field coordination was widely regarded as successful; taking account of this experience, a wider and more diversified programme will be designed to address new problems now emerging in the management of technical cooperation and particularly in the implementation of programmes and projects at the national level. Lastly, the Centre continues to be entrusted with the administration of fellowships in the context of the ILO's technical cooperation programme. Regarding resources, the Centre will endeavour to further increase its ability to obtain multilateral and multibilateral funding in so far as only one-third of its budget is covered by subsidies, primarily by Italy and, to a lesser extent, by the ILO.

Collaboration with other organizations in the United Nations system

115. The ILO collaborates with a wide range of international organizations, including many of those in the UN system. Examples of such collaboration are given in the descriptions of activities under each of the technical major programmes. Some of the more important fields of collaboration are summarized below.

116. Taking account of the discussions at the 254th (November 1992) Session of the Governing Body, the Director-General will take the necessary steps to ensure that the ILO plays an appropriate role in the preparation of the World Summit for Social Development (1995), and in the Summit itself. In particular, it is envisaged that the conclusions of the Second High-Level Meeting on Employment and Structural Adjustment could be submitted to the Summit as a major ILO policy statement. In the light of discussions with the United Nations secretariat, it may also be appropriate for the Office to prepare documentary inputs concerning employment promotion and the alleviation of poverty, and other subjects that may figure on the agenda of the Conference. Provision for the preparation of ILO papers is made under programme 140.5 (Coordination of interdepartmental projects and activities).

117. The ILO will also be closely involved in monitoring the progress achieved with respect to those parts of the International Development Strategy for the Fourth United Nations Development Decade which fall within in its field of competence. The ILO will also continue to work closely with and participate in various intergovernmental and inter-agency bodies including the United Nations Commission on Human Rights, various UN bodies established to monitor the implementation of human rights instruments, the ACC Task Forces on Long-Term Development Objectives and Rural Development and the international financial institutions.

118. The ILO will make a significant contribution to the implementation of *Agenda 21* adopted by the UN Conference on Environment and Development (1992), as described earlier in this Introduction under the heading *Environment and the world of work*, through its participation in an ACC Inter-Agency Committee on Sustainable Development. It will also participate in activities in support of the UN System-Wide Plan of Action adopted for the UN Decade Against Drug Abuse, including work on drug-abuse reduction in the workplace and the rehabilitation of drug-dependent persons.

119. To the extent appropriate, the ILO will participate in activities to follow up on the International Year for the World's Indigenous People (1993), and the World Conference on Human Rights (1993). The ILO will also contribute to activities in connection with the International Year for the Family (1994), the International Conference on Population and Development (1994), the World Conference on Women (1995), and the commemoration of the fiftieth anniversary of the United Nations (1995).

Prior consultation and cooperation with the United Nations and other specialized agencies in the United Nations system

120. The Director-General intends to implement the programme of work described in this document in close consultation and cooperation with the other agencies of the UN system. Consequently, whenever possible, the descriptions of programme activities identify work items in respect of which collaboration seem most appropriate. As in the past, it is anticipated that in practice cooperation will concern a much wider range of activities. In accordance with established inter-agency procedures, the Director-General will consult the heads of the other organizations on these programme and budget proposals and will inform the Programme, Financial and Administrative Committee of any observations he receives before the February-March 1993 Session of the Governing Body.

Budgetary aspects of the proposals

121. The Programme and Budget proposals for 1994-95, valued at the 1992-93 budget rate of exchange of 1.55 Swiss francs to the US dollar, amount to $447,014,000, representing an increase of 10.19 per cent of the 1992-93 approved budget of $405,690,000. This is entirely attributable to cost increases, since there is no change in the programme level in real terms. Full information on cost increases is given in Information Annex No. 2.

122. It is recalled that a system of Swiss franc assessments combined with the forward purchasing of the biennium's dollar requirements was introduced in 1990-91. Under this system, the budget rate of exchange for 1994-95 will be finally set at the market rate at the time the budget is reviewed by the Conference Finance Committee of Government Representatives. These proposals have accordingly been valued at the same budget rate of exchange (1.55 Swiss francs to the US dollar) as was the Programme and Budget for 1992-93, both to facilitate comparison at the major programme level and because the value of the proposals in both US dollar and Swiss franc terms will continue to evolve with the exchange rate changes until the budget is finalized.

123. As an indication, however, at the December 1992 UN rate of exchange of 1.44 Swiss francs to the dollar, the proposed budget level in dollar terms would be some $469.4 million with resulting assessments of some 675.9 million Swiss francs.

Summary tables

1. Proposed expenditure budget by major programme

(in US dollars)

CHAPTER	ITEM	TITLE	1992-93 BUDGET	1994-95 ESTIMATES (IN CONSTANT 1992-93 DOLLARS)	1994-95 ESTIMATES (RECOSTED)
		PART I. ORDINARY BUDGET			
A		**POLICY MAKING ORGANS**			
	10	INTERNATIONAL LABOUR CONFERENCE	11,951,662	10,890,336	11,861,310
	20	GOVERNING BODY	2,085,278	2,048,478	2,214,433
	30	MAJOR REGIONAL MEETINGS	2,289,081	1,804,638	1,984,595
		TOTAL	**16,326,021**	**14,743,452**	**16,060,338**
B		**GENERAL MANAGEMENT**			
	40	GENERAL MANAGEMENT	7,826,190	7,431,852	8,120,627
C		**TECHNICAL PROGRAMMES**			
	50	INTERNATIONAL LABOUR STANDARDS AND HUMAN RIGHTS	16,163,497	16,360,154	17,950,112
	60	EMPLOYMENT AND DEVELOPMENT	13,725,643	13,214,972	14,517,143
	65	ENTERPRISE AND COOPERATIVE DEVELOPMENT	6,832,200	6,581,880	7,245,200
	70	TRAINING	8,138,910	7,923,932	8,717,593
	75	TURIN CENTRE	4,219,510	4,219,510	4,785,000
	80	INDUSTRIAL RELATIONS AND LABOUR ADMINISTRATION	9,078,630	8,651,011	9,508,098
	90	WORKING CONDITIONS AND ENVIRONMENT	14,024,180	13,327,419	14,661,890
	100	SECTORAL ACTIVITIES	13,673,630	12,861,274	14,051,888
	110	SOCIAL SECURITY	5,090,405	5,124,140	5,614,720
	115	INTERNATIONAL SOCIAL SECURITY ASSOCIATION	534,910	534,910	569,670
	120	LABOUR INFORMATION AND STATISTICS	23,951,523	23,329,844	25,798,313
	130	INTERNATIONAL INSTITUTE FOR LABOUR STUDIES	4,262,970	3,794,780	4,204,780
	140	INTERDEPARTMENTAL PROJECTS	8,376,345	8,644,872	9,489,341
		TOTAL	**128,072,353**	**124,568,698**	**137,113,748**
D		**SERVICE AND SUPPORT ACTIVITIES**			
	150	DEVELOPMENT COOPERATION	2,523,687	2,196,400	2,410,154
	160	PERSONNEL	11,312,203	12,358,657	13,796,541
	170	FINANCIAL AND CENTRAL ADMINISTRATIVE SERVICES	41,210,998	40,681,587	45,324,772
	180	EDITORIAL AND DOCUMENT SERVICES	30,404,532	28,891,286	32,374,035
	190	LEGAL SERVICES	2,179,268	2,179,268	2,378,134
	200	PROGRAMMING AND MANAGEMENT	4,353,143	4,353,243	4,761,511
		TOTAL	**91,983,831**	**90,660,441**	**101,045,147**
E		**RELATIONS**			
	220	RELATIONS AND MEETINGS	25,500,558	24,564,687	26,432,700
	225	EMPLOYERS' ACTIVITIES	3,870,508	4,257,540	4,676,235
	230	WORKERS' ACTIVITIES	10,971,783	12,076,651	13,268,050
	235	PUBLIC INFORMATION	3,914,833	4,274,833	4,696,885
	240	LIAISON OFFICE WITH UNITED NATIONS, NEW YORK	1,821,304	1,722,064	1,885,320
		TOTAL	**46,078,986**	**46,895,775**	**50,959,190**
F		**REGIONAL SERVICES**			
	250	FIELD PROGRAMMES IN AFRICA	31,280,379	32,655,548	35,891,497
	260	FIELD PROGRAMMES IN THE AMERICAS	27,364,706	28,327,652	32,246,000
	265	FIELD PROGRAMMES IN ARAB STATES	5,824,110	6,150,614	6,659,591
	270	FIELD PROGRAMMES IN ASIA AND THE PACIFIC	27,711,161	28,910,963	32,149,572
	280	FIELD PROGRAMMES IN EUROPE	7,792,492	9,438,344	10,093,860
		TOTAL	**99,972,848**	**105,483,121**	**117,040,520**

CHAPTER	ITEM	TITLE	1992-93 BUDGET	1994-95 ESTIMATES (IN CONSTANT 1992-93 DOLLARS)	1994-95 ESTIMATES (RECOSTED)
G		**OTHER BUDGETARY PROVISIONS**			
	290	OTHER BUDGETARY PROVISIONS	17,949,766	18,426,656	19,456,664
		SUB TOTAL	**408,209,995**	**408,209,995**	**449,796,234**
		ADJUSTMENT FOR STAFF TURNOVER	(3,394,995)	(3,394,995)	(3,657,234)
		TOTAL OF PART I	**404,815,000**	**404,815,000**	**446,139,000**
		PART II. UNFORESEEN EXPENDITURE			
	295	UNFORESEEN EXPENDITURE	875,000	875,000	875,000
		PART III. WORKING CAPITAL FUND			
	296	WORKING CAPITAL FUND	-	-	-
		TOTAL (PARTS I-III)	**405,690,000**	**405,690,000**	**447,014,000**

2. Regular budget estimates and analysis of increases and decreases by major programme

APPROPRIATION LINE	(A)	(B)	(C)		(D)		(E)	(F)
	1992-93	1994-95 ESTIMATES IN CONSTANT 1992-93 DOLLARS	PROGRAMME INCREASES (DECREASES)		COST INCREASES (DECREASES)		1994-95	% OF TOTAL BUDGET
	$	$	$	%	$	%	$	%
10 INTERNATIONAL LABOUR CONFERENCE	11,951,662	10,890,336	(1,061,326)	(8.88)	970,974	8.92	11,861,310	2.65
20 GOVERNING BODY	2,085,278	2,048,478	(36,800)	(1.76)	165,955	8.10	2,214,433	.50
30 MAJOR REGIONAL MEETINGS	2,289,081	1,804,638	(484,443)	(21.16)	179,957	9.97	1,984,595	.44
40 GENERAL MANAGEMENT	7,826,190	7,431,852	(394,338)	(5.04)	688,775	9.27	8,120,627	1.82
50 INTERNATIONAL LABOUR STANDARDS AND HUMAN RIGHTS	16,163,497	16,360,154	196,657	1.22	1,589,958	9.72	17,950,112	4.02
60 EMPLOYMENT AND DEVELOPMENT	13,725,643	13,214,972	(510,671)	(3.72)	1,302,171	9.85	14,517,143	3.25
65 ENTERPRISE AND COOPERATIVE DEVELOPMENT	6,832,200	6,581,880	(250,320)	(3.66)	663,320	10.08	7,245,200	1.62
70 TRAINING	8,138,910	7,923,932	(214,978)	(2.64)	793,661	10.02	8,717,593	1.95
75 TURIN CENTRE	4,219,510	4,219,510	-	-	565,490	13.40	4,785,000	1.07
80 INDUSTRIAL RELATIONS AND LABOUR ADMINISTRATION	9,078,630	8,651,011	(427,619)	(4.71)	857,087	9.91	9,508,098	2.13
90 WORKING CONDITIONS AND ENVIRONMENT	14,024,180	13,327,419	(696,761)	(4.97)	1,334,471	10.01	14,661,890	3.28
100 SECTORAL ACTIVITIES	13,673,630	12,861,274	(812,356)	(5.94)	1,190,614	9.26	14,051,888	3.14
110 SOCIAL SECURITY	5,090,405	5,124,140	33,735	.66	490,580	9.57	5,614,720	1.26
115 INTERNATIONAL SOCIAL SECURITY ASSOCIATION	534,910	534,910	-	-	34,760	6.50	569,670	.13
120 LABOUR INFORMATION AND STATISTICS	23,951,523	23,329,844	(621,679)	(2.60)	2,468,469	10.58	25,798,313	5.77
130 INTERNATIONAL INSTITUTE FOR LABOUR STUDIES	4,262,970	3,794,780	(468,190)	(10.98)	410,000	10.80	4,204,780	.94
140 INTERDEPARTMENTAL PROJECTS	8,376,345	8,544,872	268,527	3.21	844,469	9.77	9,489,341	2.12
150 DEVELOPMENT COOPERATION	2,523,687	2,196,400	(327,287)	(12.97)	213,754	9.73	2,410,154	.54
160 PERSONNEL	11,312,203	12,358,657	1,046,454	9.25	1,437,884	11.63	13,796,541	3.09
170 FINANCIAL AND CENTRAL ADMINISTRATIVE SERVICES	41,210,998	40,681,587	(529,411)	(1.28)	4,643,185	11.41	45,324,772	10.14
180 EDITORIAL AND DOCUMENT SERVICES	30,404,532	28,891,286	(1,513,246)	(4.98)	3,482,749	12.05	32,374,035	7.24
190 LEGAL SERVICES	2,179,268	2,179,268	-	-	198,866	9.13	2,378,134	.53
200 PROGRAMMING AND MANAGEMENT	4,353,143	4,353,243	100	-	408,268	9.38	4,761,511	1.07
220 RELATIONS AND MEETINGS	25,500,558	24,564,687	(935,871)	(3.67)	1,868,013	7.60	26,432,700	5.91
225 EMPLOYERS' ACTIVITIES	3,870,508	4,257,540	387,032	10.00	418,695	9.83	4,676,235	1.05
230 WORKERS' ACTIVITIES	10,971,783	12,076,651	1,104,868	10.07	1,191,399	9.87	13,268,050	2.97
235 PUBLIC INFORMATION	3,914,833	4,274,833	360,000	9.20	422,052	9.87	4,696,885	1.05
240 LIAISON OFFICE WITH UNITED NATIONS, NEW YORK	1,821,304	1,722,064	(99,240)	(5.45)	163,256	9.48	1,885,320	.42
250 FIELD PROGRAMMES IN AFRICA	31,280,379	32,655,548	1,375,169	4.40	3,235,949	9.91	35,891,497	8.03
260 FIELD PROGRAMMES IN THE AMERICAS	27,364,706	28,327,652	962,946	3.52	3,918,348	13.83	32,246,000	7.21
265 FIELD PROGRAMMES IN ARAB STATES	5,824,110	6,150,614	326,504	5.61	508,977	8.28	6,659,591	1.49
270 FIELD PROGRAMMES IN ASIA AND THE PACIFIC	27,711,161	28,910,963	1,199,802	4.33	3,238,609	11.20	32,149,572	7.19
280 FIELD PROGRAMMES IN EUROPE	7,792,492	9,438,344	1,645,852	21.12	655,516	6.95	10,093,860	2.26
290 OTHER BUDGETARY PROVISIONS	17,949,766	18,426,656	476,890	2.66	1,030,008	5.59	19,456,664	4.35
ADJUSTMENT FOR STAFF TURNOVER	(3,394,995)	(3,394,995)	-	-	(262,239)	7.72	(3,657,234)	(.82)
TOTAL PROGRAMMES OF ACTIVITY	**404,815,000**	**404,815,000**	-	-	**41,324,000**	**10.21**	**446,139,000**	**99.80**

APPROPRIATION LINE	(A)	(B)	(C)		(D)		(E)	(F)
	1992-93	1994-95 ESTIMATES IN CONSTANT 1992-93 DOLLARS	PROGRAMME INCREASES (DECREASES)		COST INCREASES (DECREASES)		1994-95	% OF TOTAL BUDGET
	$	$	$	%	$	%	$	%
FINANCIAL FACTORS								
295 UNFORESEEN EXPENDITURE	875,000	875,000	-	-	-	-	875,000	.20
296 WORKING CAPITAL FUND	-	-	-	-	-	-	-	-
TOTAL	**405,690,000**	**405,690,000**	**-**	**-**	**41,324,000**	**10.19**	**447,014,000**	**100.00**

Draft budget of expenditure and income for 1994-95

1. The draft expenditure and income budget in the form required for adoption by the Conference, with the corresponding figures for 1992-93, is shown below.

2. Both the 1992-93 and the 1994-95 dollar expenditure figures are based on an exchange rate of 1.55 Swiss francs to the US dollar. The income budget is presented in both US dollars and in Swiss francs calculated at the same exchange rate. The final US dollar and Swiss franc amounts will be determined when the Finance Committee of Government Representatives at the 80th (June 1993) Session of the Conference finalizes the budget rate of exchange and recommends the draft Programme and Budget for 1994-95 for adoption by the Conference.

3. The contributions payable by member States in 1994-95 will thus depend on the overall budget level, on the budget rate of exchange which is finally set, and on the scale of contributions approved by the Conference.

Expenditure	1992-93 Budget	1994-95 Estimates	**Income**	1992-93 Budget		1994-95 Estimates	
	US dollars	US dollars		US dollars	SF	US dollars	SF
Part I							
Ordinary budget	404.815.000	446.139.000	Contributions from Member States	379.479.000	664.088.250	447.014.000	692.871.700
Part II							
Unforeseen expenditure	875.000	875.000					
Total Budget	405.690.000	447.014.000		379.479.000	664.088.250	447.014.000	692.871.700

4. After completing its examination of the draft estimates submitted in this document, the Programme, Financial and Administrative Committee will wish to submit to the Governing Body for proposal to the International Labour Conference a draft resolution for the adoption of the programme and budget for the 64th financial period (1994-95) and for the allocation of expenses between member States for 1994-95. The proposed text of this draft resolution is as follows:

> The General Conference of the International Labour Organization, in virtue of the Financial Regulations, passes for the 64th financial period, ending 31 December 1995, the budget of expenditure of the International Labour Organization amounting to $......... and the budget of income amounting to $........., which, at the budget rate of exchange of Swiss francs .... to the US dollar, amounts to Swiss francs ...., and resolves that the budget of income, denominated in Swiss francs, shall be allocated among member States in accordance with the scale of contributions recommended by the Finance Committee of Government Representatives.

Part I. Ordinary Budget

Major Programme 10. International Labour Conference

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
MATERIAL AND STAFFING ARRANGEMENTS	-	-	6,591,698	1,208,150	7,799,848	-	-	-	-	-
PRINTING OF REPORTS, RECORDS OF PROCEEDINGS AND OTHER DOCUMENTS	-	-	-	2,822,870	2,822,870	-	-	-	-	-
PREPARATION OF REPORTS	1/02	-	267,618	-	267,618	-	-	-	-	-
1994-95 TOTALS	**1/02**	**-**	**6,859,316**	**4,031,020**	**10,890,336**	-	-	-	-	-
1992-93 TOTALS	**1/02**	**-**	**7,619,742**	**4,331,920**	**11,951,662**	-	-	-	-	-

10.1. This major programme provides for the directly identifiable costs of holding two ordinary sessions of the International Labour Conference in the biennium 1994-95, and for certain preparatory work that will have to be undertaken in 1995 for the 1996 Session of the Conference. The resources provided under this major programme take account of the decisions taken by the Governing Body at its 254th (November 1992) Session on the recommendation of its Working Party on Improvements in the Functioning of the International Labour Conference. These decisions imply that:

- a new plan of work will be adopted for the Conference, beginning in 1994, under which each session will have a duration of four calendar days less than provided for in the Programme and Budget for 1992-93;
- in 1994, and in subsequent even-numbered years, the discussion in the plenary sitting will focus on: a report of the Director-General on ILO activities in the preceding biennium; an oral report on the work of the Governing Body by its Chairman; and exceptionally in 1994, because of the commemoration of the 75th anniversary of the Organization and the 50th anniversary of the Declaration of Philadelphia, a report of the Director-General on a social policy theme; all the committees, including the Resolutions Committee, will meet as usual;
- in 1995, and in subsequent odd-numbered years, the discussion in the plenary sittings will focus on a report of the Director-General on a social policy theme; a Resolutions Committee will not be established, but all other committees will meet as usual.

10.2. As a result of the changes in the functioning of the Conference agreed to by the Governing Body, the previous decision to limit the length of speeches in plenary sittings to 10 minutes and the introduction of electronic voting, the resources for this major programme are reduced by some $1.1 million compared with the biennium 1992-93. Most of this reduction results from the decrease in interpretation services due to the shortening of the Conference, as well as the consequent reduction in the length of the *Provisional Record*, and the overall reduction in the length of documents to be presented to the Conference. Resources are provided for the preparation of three technical items for the 1995 and 1996 sessions of the Conference.

10.3. The agenda of the 81st (1994) Session of the Conference, as determined by the Governing Body at its 254th (November 1992) Session, will be as follows:

Standing items

I. Reports of the Governing Body and the Director-General.

II. Programme and budget proposals and other financial questions.

III. Information and reports on the application of Conventions and Recommendations.

Items placed on the agenda by the Conference or the Governing Body

IV. Part-time work (second discussion).

V. Safety and health in mines (first discussion).

VI. The role of private employment agencies in the functioning of labour markets (general discussion).

10.4. The agenda of the 82nd (1995) Session of the Conference will include the same standing items I, II and III as in 1994, and is likely to include a second discussion of item V, and such new items as the Governing Body may determine in 1993 (taking account of the understanding recorded in the Report of the Working Party and approved by the Governing Body regarding the need for an item on the revision of an existing international labour standard). Without in any way prejudging the Governing Body's decision, it has been assumed for budgetary purposes that the Conference agenda will include a total of three technical items in 1995 and again in 1996.

10.5. Subject to any decision which may be taken by the Conference in 1993, it has also been assumed that the Conference will have before it in 1994 and 1995 a special report submitted by the Director-General in application of operative paragraph 5(a) of the updated Declaration concerning Action against Apartheid in South Africa and a report on the subject by the Governing Body Committee on Discrimination submitted in pursuance of operative paragraph 5(b) of the Declaration.

Material and staffing arrangements

10.6. This part of the programme provides for the material arrangements (such as the rental of rooms at the Palais des Nations, moving expenses, and transportation services between the Palais and the ILO building) for a Conference session of 18 calendar days in both years of the biennium, for staffing arrangements, including interpreters and other temporary staff to assist in servicing the Conference, and for miscellaneous costs, including hospitality. The total estimate for the biennium under this heading amounts to $7,799,848.

Printing of reports, records of proceedings and other documents

10.7. The number of reports to be printed externally in 1994 and 1995 in relation to the agenda items for the 1994, 1995 and 1996 Sessions of the Conference is estimated at 130 volumes as shown in the following table. These estimates reflect the number of reports to be submitted to the Conference and the number of copies necessary to meet distribution requirements and in-session needs. The cost of external printing has been reduced by some $292,000 as a result of reducing the length of the Conference reports where possible, especially the *Provisional Record*, following the introduction of the reforms to the functioning of the Conference.

External printing for the Conference during the biennium 1994-95

Type of Document	Number of volumes	Language editions [1]	Estimated cost (in US dollars)
Director-General's Report	2	7	110,000
Report on Apartheid	2	7	120,000
Application of Conventions and Recommendations	4	3	170,000
Technical reports	12	7	380,000
Provisional Record	2	3	1,677,870
Miscellaneous printed documents [2]		3-7	365,000
			2,822,870

[1] Where seven language editions are mentioned, the documents will be issued in English, French, Spanish, German, Russian, Arabic and Chinese; where three language editions are mentioned, the documents will be issued in English, French and Spanish. [2] Including the memorandum of each session, the authentic texts of instruments adopted at each session, the report forms on the application of Conventions and Recommendations, the reprinting of the Constitution of the ILO, the Standing Orders of the Conference and the Lists of Ratifications by Convention and by Country.

Preparation of reports

10.8. Provision is made for the preparation of reports on technical items for the 1995 and 1996 Sessions of the Conference and for the preparation of the Director-General's Report (i.e. the equivalent in staff and short-term staff resources of 0/01 Professional work-year for the Director-General's Report; 0/06 and 0/03 Professional work-years for first and second discussion items respectively). The total resources amount to 1/02 Professional work-years and some $123,516 in short-term staff. This provision is based on the assumption that there will be two new technical items on the agenda of the 1995 Session and three items in total on the agenda of the 1996 Session.

Indirect costs of the Conference

10.9. In addition to the directly identifiable costs shown in the budget table for this major programme, costs are incurred under a number of other programmes. These costs are not shown separately under these programmes because the work involved forms part of the normal workload of the units concerned. Thus programme 220.2 (Official relations) provides for the coordination of secretariat services for the Conference and contributes certain staff resources for in-session servicing; programme 220.3 (Official documentation) provides for the editing and translation of reports and records of proceedings, and contributes certain staff resources for in-session servicing; programme 180.2 (Publications) provides for the distribution of all documents; programme 180.4 (Printing and typing) provides for the contractual arrangements and proofreading of all externally printed material, and for the reproduction of all internal offset documents. In addition, most ILO programmes contribute to the secretariat of the Conference by providing senior staff advisers, committee secretaries, interpreters, clerks, typists, messengers, public information officers, staff for the information and reception desk, finance and administrative officers, legal services, Conventions information services and liaison services with Government, Employers' and Workers' delegations, international organizations and non-governmental organizations. The cost of these indirect services for the two ordinary sessions of the Conference is estimated at some one-and-a-quarter times the resources identified under this major programme.

10.10. Resources for the preparation of certain reports relating to the standing items on the Conference agenda are shown under other major programmes. The documents concerned are the Report of the Director-General on the activities of the ILO (which will be produced only once a biennium), the Special Report on the Application of the Declaration concerning the Action against Apartheid in South Africa, the Programme and Budget proposals for the biennium 1996-97 and the reports of the Committee of Experts on the Application of Conventions and Recommendations.

Major Programme 20. Governing Body

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RE-SOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RE-SOURCES
	P	GS				P	GS			
SESSIONS, COMMITTEES AND DELEGATIONS OF THE GOVERNING BODY	-	-	-	2,048,478	2,048,478	-	-	-	-	-
1994-95 TOTALS	-	-	-	**2,048,478**	**2,048,478**	-	-	-	-	-
1992-93 TOTALS	-	-	-	**2,085,278**	**2,085,278**	-	-	-	-	-

20.1. This major programme provides for the directly identifiable costs of holding six Governing Body sessions in the biennium 1994-95. The direct costs to the Office of holding these sessions include: travel expenses and allowances of the Employer and Worker members and deputy members of the Governing Body, for whom the ILO pays such costs (56 in all) and the representation allowance payable to the Chairman of the Governing Body.

20.2. Following the decision of the Governing Body at its 254th (November 1992) Session to reduce the length of the November 1992 and the February and November 1993 sessions of the Governing Body by one day each, the provision for this major programme is decreased by some $36,800 to reflect a reduction in the length of four of the six Governing Body sessions in the biennium 1994-95 by one day each. The reduction corresponds to four days' daily subsistence allowances for those members paid for by the ILO. As in the past, the provision continues to reflect the fact that Employer and Worker members normally attend only the committees of which they are members, in addition to the Governing Body itself.

20.3. The resources provided for the biennium 1994-95 do not make any provision for the financial implications of the entry into force of the constitutional amendments adopted by the Conference in 1986. The Director-General will examine these implications and make proposals for dealing with them at the appropriate time.

Indirect costs of the Governing Body

20.4. In addition to the directly identifiable costs shown in the table above, costs are incurred under a number of other programmes. These costs are not shown separately under these programmes because the work involved forms part of the normal workload of the units concerned. Thus provision is made under programmes 220.2 (Official relations) and 220.3 (Official documentation) for: the convocation, preparation (including the drafting or editing and translation of documents) and servicing of Governing Body sessions; simultaneous interpretation; the drafting, translation and issue of Governing Body minutes and records of decisions; and the recruitment of the temporary staff needed to reinforce regular ILO staff at Governing Body sessions. Provision is made under programme 180.4 (Printing and typing) for the reproduction of documents. A range of personnel and secretariat services is also provided by many other ILO programmes, including members of the directorate, senior staff advisers, committee secretaries, clerks, typists, messengers, relations with Government, Employer and Worker members, public information, information and reception desk and finance and administration. The total of all these indirect costs is estimated to be just over five times the amount of the directly identifiable costs shown under this major programme. This estimate does not, however, include resources for contributions to the substantive work on documents and reports for the Governing Body, which are part of virtually all ILO programmes.

Major Programme 30. Major Regional Meetings

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
AFRICAN REGIONAL CONFERENCE	-	-	156,210	755,570	911,780	-	-	-	-	-
EUROPEAN REGIONAL CONFERENCE	-	-	186,000	584,000	770,000	-	-	-	-	-
ADVISORY MEETING OF GOVERNING BODY MEMBERS FROM EUROPE	-	-	17,850	10,850	28,700	-	-	-	-	-
ADVISORY MEETING OF GOVERNING BODY MEMBERS FROM ASIA	-	-	24,500	7,900	32,400	-	-	-	-	-
PREPARATION OF REPORTS FOR REGIONAL CONFERENCES	0/06	-	61,758	-	61,758	-	-	-	-	-
1994-95 TOTALS	**0/06**	-	**446,318**	**1,358,320**	**1,804,638**	-	-	-	-	-
1992-93 TOTALS	**1/00**	-	**509,006**	**1,780,075**	**2,289,081**	-	-	-	-	-

30.1. This major programme provides for the directly identifiable costs of two regional conferences and two advisory meetings of Governing Body members from two different regions. The two regional conferences to be held during the biennium 1994-95 will be the Eighth African Regional Conference and the Fifth European Regional Conference. The two advisory meetings of Governing Body members scheduled for the biennium 1994-95 concern the European region and the Asian region.

30.2. The resources of this major programme are reduced by a total of some $484,000. This decrease is mainly due to the reduced cost of travel for the secretariat in respect of the Fifth European Regional Conference in comparison with conferences in other more distant regions, and to the printing and issue of the Director-General's Report for the African Regional Conference before the end of 1993. In addition savings arise because experience has shown that the advisory meetings of Governing Body members from the regions may be completed in one day instead of two.

30.3. The schedule of regional conferences and advisory meetings is changed from that originally introduced in the biennium 1990-91. This is due to the decision of the Governing Body, at its 254th (November 1992) Session, to delay the Eighth African Regional Conference from December 1993 to early in 1994 because of potential income shortfalls, and due to the associated decision to postpone the advisory meetings of Governing Body members from Europe and from Asia until the biennium 1994-95 so as to allow the agendas to be chosen closer to the date of the Conference and thus be more topical. The revised schedule of regional conferences and advisory meetings over the next few years is therefore as follows:

	Advisory meetings of Governing Body members	Regional conferences
1994	Europe	Africa
1995	Asia	Europe
1996	Americas	Asia
1997	Africa	Americas
1998	Europe	Africa

30.4. In accordance with the reforms introduced in the biennium 1990-91, and subject to any further changes which may be introduced by the Governing Body, provision is made for regional conferences with the following structure:

a) a single report (the Report of the Director-General) concerning (i) two themes chosen by the advisory meeting of Governing Body members from the region as being of topical interest within the region; (ii) ILO activities in the region; and (iii) problems related to the observance of international labour standards in the region;

b) opening procedures which allow the substantive work of the Conference to start rapidly;

c) the establishment of one technical committee to examine one of the themes dealt with in the Director-General's Report and to prepare draft conclusions for subsequent adoption by the Conference; and

d) discussion in plenary sitting of the other topics dealt with in the Director-General's Report so as to allow optimum participation by ministers and other delegates.

30.5. The advisory meetings of Governing Body members from Europe and Asia will select the two themes to be addressed in the Report of the Director-General to the regional conferences to be held in 1995 and 1996, respectively. The advisory meetings of Governing Body members from the regions concerned will be held for one day in Geneva in conjunction with a Governing Body session. The conclusions of these meetings will be submitted to the Governing Body for consideration and approval.

Direct costs of major regional meetings

30.6. The provision shown for the Eighth African Regional Conference is based on the assumption that the conference will have a duration of eight calendar days and be held in Mauritius in early 1994. The costs include: the attendance of a tripartite Governing Body delegation and the Chairperson of the Governing Body; travelling expenses and allowances for officials in the secretariat; the salaries of locally recruited staff; transportation of the necessary equipment; simultaneous interpretation in three languages (English, French and Arabic); and the publication of the record of proceedings and in-session documents in English and French, with the exception of the texts of conclusions and resolutions submitted for adoption, which will also be issued in Arabic.

30.7. The provision for the Fifth European Regional Conference is based on the assumption that the conference will last eight days and be held in a Central or Eastern European country. The estimate includes: staff resources for the preparation of the Director-General's Report; resources for printing the Director-General's Report in four languages (English, French, German and Russian); the attendance of a tripartite Governing Body delegation and the Chairperson of the Governing Body; provision for travelling expenses and allowances for officials in the secretariat; the salaries of locally recruited staff; the cost of transporting any necessary equipment; simultaneous interpretation in five languages (English, French, Spanish, German and Russian); and the publication of the record of proceedings and in-session documents in English and French with the exception of the texts of conclusions and resolutions submitted for adoption, which will also be issued in Spanish, German and Russian.

30.8. In accordance with the decision of the Governing Body at its 235th (February-March 1987) Session, it is understood that host governments will provide certain contributions in kind to regional conferences. These contributions take the form of appropriate local facilities and services supplied free of charge and include: appropriate premises, including meeting rooms and offices for the secretariat; necessary equipment and services, such as telephones, simultaneous interpretation equipment, lighting, heating or air conditioning; necessary auxiliary staff, such as receptionists, messengers, telephonists, lift operators, security staff, cleaners, etc.; document reproduction equipment; and necessary transportation facilities required to supplement public transport, such as buses to take delegates and members of the secretariat to and from the conference site, including during the night when work so requires, and cars for the use of the principal officers of the conference.

Indirect costs of major regional meetings

30.9. In addition to the resources shown under this major programme, a number of other indirect costs are incurred under other programmes. These costs are not shown separately under these programmes because the work involved forms a part of their normal workload. Thus programme 220.2 (Official relations) provides for the work of convening the meetings and coordinating the material and staffing arrangements including interpretation services, and contributes certain staff resources for in-session servicing; programme 220.3 (Official documentation) provides for the editing, translation and revision of reports and other documents; programme 180.4 (Printing and typing) provides for the control of contractual arrangements and proofreading for externally printed reports and for the text processing and internal offset reproduction of documents, including records of proceedings. Support is also provided by members of the Directorate, and by a number of ILO programmes which provide various secretariat services such as senior staff advisers, legal services, Convention information services, Employers' and Workers' relations services, public information services, committee secretaries, clerks, computer technicians, and finance and administration clerks. It has been estimated that the indirect costs to the Office of the regional conferences are similar in magnitude to the direct costs identified under this major programme.

Major Programme 40. General Management

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
GENERAL MANAGEMENT	30/00	29/00	6,606,098	825,754	7,431,852	-	-	-	-	-
1994-95 TOTALS	**30/00**	**29/00**	**6,606,098**	**825,754**	**7,431,852**	-	-	-	-	-
1992-93 TOTALS	**30/00**	**32/00**	**6,809,650**	**1,016,540**	**7,826,190**	-	-	-	-	-

40.1. Resources are provided under this major programme for the general management activities which enable the Director-General to discharge his responsibility for the efficient conduct of the International Labour Office, subject to the instructions of the Governing Body. Provision is made for the posts of Director-General, three Deputy Directors-General, two Assistant Directors-General, their supporting staff and miscellaneous non-staff costs. As a result of a streamlining of working procedures, the staff resources have been reduced by 3/00 General Service work-years and the other resources for overtime, missions and external collaboration by some $185,000.

40.2. As in the biennium 1992-93, this major programme includes resources for the post of the special adviser on women workers' questions, which will continue to be attached to the office of the Deputy Director-General (Technical Programmes) and have responsibility for representation, relations, coordination and promotion of activities for women.

40.3. The resources provided for activities relating to the environment and sustainable development perspectives, which were previously covered by this major programme, are now shown under major programme 90 (Working conditions and environment).

Major Programme 50. International Labour Standards and Human Rights

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFES-SIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RE-SOURCES
50.10	DEPARTMENTAL MANAGEMENT	9/04	6/00	1,629,624	266,901	1,896,525
50.20	APPLICATION OF STANDARDS	40/00	20/00	6,394,545	1,090,041	7,484,586
50.30	FREEDOM OF ASSOCIATION	14/06	6/00	2,209,950	263,328	2,473.278
50.40	EQUALITY OF RIGHTS	12/02	4/06	1,817,004	714,742	2,531,746
50.50	LABOUR LAW INFORMATION	8/00	9/06	1,651,494	322,525	1,974.019
1994-95	**TOTALS**					
	REGULAR BUDGET	84/00	46/00	13,702,617	2,657,537	16,360,154
	OTHER SOURCES	0/02	0/01	26,405	2,581	28.986
1992-93	**TOTALS**					
	REGULAR BUDGET	82/09	43/06	13,538,772	2,624,725	16,163,497
	OTHER SOURCES	0/02	0/08	67,138	1,281,366	1.348,504

50.1. The objective of this major programme is improved observance by ILO constituents of international labour standards and principles and fuller respect for those human rights falling within the ILO's mandate. International labour standards are an essential element in the promotion and protection of human rights, and their implementation is monitored and promoted in application of the ILO Constitution. They are also an integral part of all ILO activities, in particular technical cooperation activities.

50.2. In seeking to enhance the impact of international labour standards, greater emphasis will be placed on assisting the ILO's constituents, particularly in developing countries and in new ILO member States, to participate more actively in the elaboration and implementation of these standards. The Office will therefore continue its efforts to improve interaction between standard-setting and technical cooperation activities. Emphasis will also be placed on developing a fully coordinated programme of activities to promote the ratification and application of international labour standards. The provision of advisory services with this objective in view will be intensified in all the developing regions in virtue of the fact that most of the multidisciplinary teams will include specialists on standards. Assistance will also be given for the promotion and implementation of standards, by means such as direct contacts, advisory missions, seminars, training, and the collection and dissemination of information on social legislation. Cooperation with other major programmes will be increased for this purpose.

50.3. The overall resources for this major programme are some $197,000 higher in real terms than in 1992-93. Provision is made for the inclusion of a meeting of experts on personnel policies to promote equality of opportunity and treatment offset by a decrease in other non-staff costs. The total resources for staff costs are increased by approximately $164,000, due to an increase of 1/03 Professional work-years and 2/06 General Service work-years, offset by a reduction in the resources for short-term assistance. There are shifts of emphasis in certain programmes. For example, under programme 50.1 (Departmental management) the previous provision for an operations coordinator has been replaced by a half-time administrative assistant under this programme and a full-time one under programme 50.2 (Application of standards). Under this programme, special short-term staff resources have been converted into 2/00 Professional work-years and the overall resources available for work on the application of standards have been increased by an additional 1/00 Professional work-year. Under programme 50.4 (Equality of rights) no provision is made for a continuation of the work of the Group of Independent Experts to monitor and follow up on the implementation of sanctions and other forms of action against apartheid, although other aspects of work on discrimination have been strengthened. There is a net reduction of some $83,000 in the resources to be allocated to this programme.

50.1. Departmental management

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	9/04
GENERAL SERVICE WORK-YEARS	6/00
NON-STAFF COSTS	$266,901
TOTAL	**$1,896,525**
OTHER SOURCES	-

50.4. In addition to its departmental management functions, the work of this programme covers: the central coordination of ILO activities relating to human rights (including collaboration with the United Nations and other organizations); the coordination of promotional activities for international labour standards; and the development and consolidation of links between technical cooperation and standards.

50.5. The activities covered by this programme include the formulation and coordination of a programme of promotional activities for the ratification and implementation of international labour standards, to be carried out under the major programme as a whole. These activities will be designed to promote the ratification of selected Conventions and will include the provision of intensified training programmes for ILO constituents and increased assistance to member States to enable them to meet their obligations under the ILO Constitution especially in relation to ratified Conventions. These activities will be carried out in close collaboration with other technical and regional major programmes, and in particular with the multidisciplinary teams.

General human rights coordination

50.6. The objective of this subprogramme is improved coordination of ILO work relating to human rights questions within the Office and with other organizations working in this field. The functions of the subprogramme are: to coordinate ILO work relating to human rights questions and the corresponding activities of the United Nations, other specialized agencies, regional organizations and non-governmental organizations; to ensure that international human rights standards and principles receive due attention in the activities of the ILO and of other organizations, especially those working in the economic and social fields; and to disseminate information and provide advice on the role of the ILO and its human rights activities. These activities will include the coordination of the ILO's response to the programme of action to be adopted at the World Conference on Human Rights (June 1993).

50.7. This work involves consultations with the United Nations and other organizations and contributions to their activities. The ILO is called upon to provide information, comments and suggestions in connection with numerous United Nations resolutions, studies, reports, draft instruments and seminars, and to attend meetings of the principal human rights bodies, working groups and seminars. The ILO also maintains relations on human rights questions with regional organizations. The work of bodies such as the United Nations Commission on Human Rights (to which information is provided regularly) and of regional human rights bodies is followed closely. The ILO also maintains contacts on human rights questions with specialized institutions at the national and international levels and with various universities. Calls for the ILO's advice and contributions in all these respects continue to increase with the growing emphasis now being given to human rights questions.

50.8. Other activities covered by this subprogramme include coordinating the work of analysing progress in the implementation of the parts of the International Covenant on Economic, Social and Cultural Rights which lie within the competence of the ILO, participating in the work of the UN Committee responsible for its supervision, and preparing reports on this subject for the UN Economic and Social Council. The entry into force of the UN Convention on the Rights of the Child will require ILO collaboration in the work of the appropriate UN supervisory body, which will be carried out in cooperation with programme 90.4 (Conditions of work and welfare facilities). The functions of this subprogramme also include collaboration with the United Nations Centre for Human Rights by means of a working group established to promote greater interaction between the ILO and the United Nations in the provision of technical assistance for the promotion of human rights.

Coordination between international labour standards and technical cooperation

50.9. The objective of this subprogramme is improved coordination between standard-setting and technical cooperation activities. This objective will be met in the light of the guidance provided in the discussion by the Governing Body at its 252nd (March 1992) Session of the policy document submitted by the Director-General on international labour standards and technical cooperation.

50.10. Support will be provided for the work of the technical advisers on international labour standards and labour and social security law in the regional multidisciplinary teams. This work will involve coordinating the preparation of profiles and briefing materials on each country by the multidisciplinary team members responsible for standards and for employers' and workers' activities. Technical advisory services will be provided on request to ILO constituents, from headquarters or together with the multidisciplinary teams, as appropriate. A small programme of technical cooperation will be developed to assist ILO constituents in this regard, in cooperation with other programmes and in the context of the programme of promotional activities undertaken by the major programme as a whole.

50.11. The work of briefing and training ILO staff, both at headquarters and in the field, on the relationship between technical cooperation and ILO standards will be intensified and the related training materials will be updated in the light of the experience that has been acquired. Collaboration will be continued with the Turin Centre for the inclusion of standards-related components in its courses.

Programme management and support

50.12. Resources are allocated under this subprogramme to cover the director of the department and secretarial services. The resources previously allocated for the operations coordinator have been redistributed to provide General Service support for programme 50.1 (Departmental management) and programme 50.2 (Application of standards). Provision is also made for missions carried out by ILO staff members or independent experts, including: direct contact missions to solve problems relating to the implementation of standards; missions carried out in connection with special studies; and representation at meetings of the United Nations and other organizations on standards and human rights. Resources are also provided for the preparation of the draft general surveys carried out each year by the Committee of Experts on the Application of Conventions and Recommendations; where appropriate, resources will be allocated to other technical major programmes assisting in the preparation of general surveys. No provision is made for Commissions of Inquiry to examine complaints received under article 26 of the Constitution. In addition, responsibility for preparing the proposals to the Governing Body for the agenda of the Conference has been transferred to this subprogramme from major programme 200 (Programming and management).

50.2. Application of standards

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	40/00
GENERAL SERVICE WORK-YEARS	20/00
NON-STAFF COSTS	$1,090,041
TOTAL	**$7,484,586**
OTHER SOURCES	-

50.13. The overall objective of this programme, in application of the relevant articles of the ILO Constitution, is to supervise and promote the implementation of international labour Conventions and Recommendations, in order to achieve better observance of these standards by ILO constituents. An additional aim is to contribute to the implementation of standards established by other international organizations in fields of concern to the ILO.

Supervision of the application of standards

50.14. The main objective of this subprogramme is to ensure compliance by member States with their obligations under articles 19, 22 and 35 of the Constitution for all the Conventions not covered by programmes 50.3 (Freedom of association) and 50.4 (Equality of rights). The activities of the subprogramme also include the analysis of reports submitted by governments on the application of standards established by other organizations under standing arrangements between them and the ILO. These instruments include the European Code of Social Security and its Protocol and the European Social Charter.

50.15. Most of the resources allocated to this subprogramme will be used for the analysis of reports and information provided by governments on the application of ratified Conventions and the preparation of some 2,500 to 3,000 draft comments each year for the Committee of Experts. Although proposals may in future be made in order to reduce the reporting burden on States and therefore the volume of the work under this subprogramme, ratifications are rising sharply with the admittance of new member States. Moreover, the Conventions adopted in recent years are more complex to supervise. The activities of the subprogramme include the examination of representations and complaints presented under articles 24 and 26 of the Constitution. Provision is also made for servicing the annual sessions of the Committee of Experts and the Conference Committee on the Application of Standards, as well as other meetings where standards are discussed, including the Governing Body and its committees and ILO regional meetings.

Direct costs of the Committee of Experts

50.16. The resources are included for the direct costs of the annual meetings of the Committee of Experts ($372,681), and associated non-staff costs. This estimate provides for a meeting each year in Geneva, which will be two days longer than in the past, and for some members to come for one additional week on each occasion to participate in working parties and examine files. Resources are also allocated for the production of its reports.

Registry and chancery

50.17. Provision is also made for the General Service support needed to assist the Committee of Experts in the discharge of its responsibilities and to help the Professional staff carry out analyses of government reports. The work includes sending periodic circulars and individual reminders to governments concerning their obligations in respect of reports on standards, and correspondence with employers' and workers' organizations relating to their rights under article 23 of the Constitution and under the Tripartite Consultation (International Labour Standards) Convention, 1976 (No. 144). Finally, it covers the dispatch of the relevant comments of the Committee of Experts and its General Report to all ILO constituents immediately following the Committee's annual session. The work includes also administrative and clerical tasks, and the provision of registry and chancery services. The registry provides the administrative control of the reporting procedures under articles 19, 22 and 35 of the Constitution and the monitoring of communications with governments, employers and workers on the comments of the supervisory bodies, reports due, and training given to ILO constituents in these matters. Its workload continues to increase in proportion to new ratifications and the increasing number of member States. The chancery is also responsible, in collaboration with major programme 190 (Legal services), for registering ratifications and denunciations, reporting them to the United Nations and corresponding with governments in this connection. These activities support the work of the entire major programme. An additional 2/00 General Service work-years are proposed to cover a full-time administrative assistant in order to ensure that the increasing volume of work can be satisfactorily completed.

Promotion of the application of standards

50.18. In the context of the programme of promotional activities to be carried out under the major programme as a whole, the objectives of this subprogramme are to encourage the wider acceptance and implementation of ILO standards, and to promote the ratification and observance of standards through the provision of assistance to governments and to employers' and workers' organizations. Promotional and advisory activities will be intensified in consultation with the regional major programmes and in order to respond to the needs expressed by constituents. Some of this work will be carried out by the specialists on standards in the multidisciplinary teams, for whom resources are shown under the regional major programmes.

50.19. Staff and mission resources are provided for a number of direct contacts and advisory missions from headquarters to assist governments to resolve urgent questions raised by the supervisory bodies. In recent years, the number of requests received from member States for such assistance has increased substantially.

50.20. Technical information and advice will be provided to ILO constituents to assist them in the ratification and implementation of standards, and in particular in the adjustment of their legislation and practice during periods of economic change and social transition. These activities also include the examination of draft labour legislation in collaboration with programme 80.2 (Labour law and labour relations).

50.21. The provision of training to ILO constituents on international labour standards is an important component of the promotional activities carried out under this subprogramme. One regional, three subregional and a number of national training seminars on standards will be organized for this purpose, using RBTC resources. The work of the subprogramme also includes participation in the large number of training activities carried out under other major programmes and by the Turin Centre in which a standards component is included.

50.22. The work covered by the subprogramme includes participation in multidisciplinary evaluations and activities to assist member States. Support will be provided to the multidisciplinary teams and contributions will be made to the work of the interdepartmental projects, particularly in relation to migrant workers.

Collaboration with other organizations

50.23. Finally, provision is made for collaboration with other organizations, for contributions to various reports and publications and for participation in the human rights activities of the United Nations and other international organizations. These activities include the ILO's contribution to the implementation of the standards adopted by other organizations, including United Nations human rights instruments, the European Social Charter, and the European Code of Social Security and Protocol thereto, in collaboration with major programme 110 (Social security). Advice will also be provided to other international organizations, including the United Nations and the World Food Programme, on the links between their programmes and ILO standards.

50.3. Freedom of association

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	14/06
GENERAL SERVICE WORK-YEARS	6/00
NON-STAFF COSTS	$263,328
TOTAL	**$2,473,278**
OTHER SOURCES	-

50.24. In accordance with the fundamental commitment of the Organization to tripartism and the growth of strong and independent workers' and employers' organizations as partners in development, the objective of this programme is fuller and more widespread understanding and observance of ILO standards and principles relating to freedom of association and trade union rights. The programme's main activities consist of: processing complaints for consideration by the Governing Body Committee on Freedom of Association and servicing the Committee's three meetings each year; analysing the reports due on the eight Conventions relating to freedom of association and collective bargaining for examination by the Committee of Experts; servicing the Committee of Experts and the Conference Committee on the Application of Standards; and providing technical assistance and advice to ILO constituents.

Supervision of standards and principles

50.25. The objective of this subprogramme is improved observance of ILO standards and principles concerning freedom of association. This objective will be achieved through the work of the Governing Body Committee on Freedom of Association and the Committee of Experts on the Application of Conventions and Recommendations.

Governing Body Committee on Freedom of Association

50.26. Provision is made for analysing complaints of alleged violations of the standards and principles relating to freedom of association and collective bargaining and government replies to these complaints. This activity also includes the preparation of working papers for, and the servicing of, the three meetings each year of the Governing Body Committee on Freedom of Association. Although the number of complaints has stabilized in recent years, many cases now involve allegations concerning particularly complex industrial relations issues relating to collective bargaining, dispute settlement procedures and strikes, as well as the relationship between development programmes, monetary policies, structural adjustment measures and workers' rights. Democratic developments, which often involve challenges to existing trade union structures, are also giving rise to new kinds of problems and require new approaches from the Committee and its secretariat. Moreover, in recent years the Committee has often requested further particulars from both governments and the complainant organizations, which has the effect of keeping cases on its agenda for longer periods than in the past and means that more time is needed for their examination.

Committee of Experts

50.27. The aim of these activities is more effective monitoring of the observance by member States of ratified Conventions relating to freedom of association and collective bargaining, and improvements in the application of these standards. This involves processing the reports and information provided by governments under articles 22 and 35 of the ILO Constitution, and the comments of workers' and employers' organizations, for examination by the Committee of Experts, in relation to the following standards: the Right of Association (Agriculture) Convention, 1921 (No. 11), the Right of Association (Non-Metropolitan Territories) Convention, 1947 (No. 84), the Freedom of Association and Protection of the Right to Organise Convention, 1948 (No. 87), the Right to Organise and Collective Bargaining Convention, 1949 (No. 98), the Workers' Representatives Convention, 1971 (No. 135), the Rural Workers' Organisations Convention, 1975 (No. 141), the Labour Relations (Public Service) Convention, 1978 (No. 151), and the Collective Bargaining Convention, 1981 (No. 154). These activities also cover the servicing of the Conference Committee on the Application of Standards, which discusses many freedom of association cases. The volume of work involved is tending to increase as a result of new ratifications of the relevant Conventions, major changes in the legislative systems of many countries, and an increase in the number of comments from employers' and workers' organizations.

Technical advisory services and promotional activities

50.28. The objective of this subprogramme, within the context of the programme of promotional activities developed for the major programme as a whole, is to ensure better understanding and observance of ILO standards, principles and procedures relating to freedom of association and collective bargaining. The assistance provided to ILO constituents will take three forms: advisory services to member States through direct contacts and consultative missions, as well as specialized input into new legislation in the form of comments on draft texts; the training of constituents and ILO experts in relation to the major programme's objective of promoting closer links between technical cooperation and standards, through specialized briefings, workshops, seminars, round table meetings and other symposia; the dissemination of information through publications; and the development of more up-to-date educational materials. There has been a marked increase in recent years in the number of requests received from governments for comments on new draft texts concerning freedom of association and collective bargaining. Governments and employers' and workers' organizations have also continued to request advisory missions by specialists in this field.

50.29. As in past biennia, a series of seminars on freedom of association and collective bargaining, funded from RBTC resources, will be organized. These will include two national and three subregional seminars, either organized on a tripartite basis or for workers' or employers' organizations alone.

50.4. Equality of rights

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	12/02
GENERAL SERVICE WORK-YEARS	4/06
NON-STAFF COSTS	$714,742
TOTAL	**$2,531,746**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	0/02
GENERAL SERVICE WORK-YEARS	0/01
NON-STAFF COSTS	$2,581
TOTAL, EXCLUDING TECHNICAL COOP.	**$28,986**
TECHNICAL COOPERATION	-

50.30. The principal objective of this programme is the reduction of discrimination in employment and occupation, and the broadest possible observance of ILO standards and principles on equality of opportunity and treatment. The programme's main activities are: supervising the implementation of these standards and promoting a broader knowledge and understanding of them; gathering, analysing and disseminating information on the problems of discrimination in member States and on the practices and policies most likely to correct them; and providing technical advisory services and technical cooperation to assist governments and employers' and workers' organizations to eliminate discrimination and achieve equality in employment.

50.31. In view of the changing situation in South Africa, the resources provided to combat apartheid will be reduced and reoriented. Emphasis will henceforth be placed on the provision of advice and technical cooperation to those employers' and workers' organizations associated with the promotion of democracy and non-racial policies in South Africa, and to the Government to the extent appropriate, to assist them in their efforts to eliminate the social consequences of apartheid and to ensure equality of opportunity and treatment in both law and practice. Moreover, in response to the rise in ethnic and religious tensions and the increase in social inequality in the world at large, increased promotional activities will be undertaken to increase awareness of the standards related to these issues, and promote their more effective application. There will also be an increase in the provision of advisory services and technical cooperation, while information activities and analysis will be strengthened to serve as a basis for advisory services. Activities to assist workers in the occupied Arab territories will be undertaken as the situation may require.

Supervision of the application of standards

50.32. The function of this subprogramme is to analyse government reports under articles 22 and 35 of the Constitution on the application of the Equal Remuneration Convention, 1951 (No. 100), the Discrimination (Employment and Occupation) Convention, 1958 (No. 111), and the Workers with Family Responsibilities Convention, 1981 (No. 156). The first two are among the most widely ratified of all Conventions, while Convention No. 156 is steadily receiving more ratifications. All three concern questions that are both complex and constantly evolving. In addition, Convention No. 111 is among those which are most frequently the subject of representations and complaints under articles 24 and 26 of the ILO Constitution.

Assistance, information and research on equality

50.33. The objective of this subprogramme is increased awareness among the Organization's constituents of ILO standards and principles concerning equality and the adoption by member States of the necessary legislative and practical measures to ensure the application of these standards in practice.

50.34. Resources are provided under this subprogramme for servicing the Committee on Discrimination of the Governing Body and for establishing reports on questions connected to discrimination for various United Nations bodies, including the Sub-Commission on Prevention of Discrimination and Protection of Minorities, the Committee on the Elimination of Racial Discrimination and the Committee on the Elimination of Discrimination against Women, and for participation in the work of these bodies.

50.35. Information on problems encountered in the area of discrimination and on the policies and practices adopted to overcome them will continue to be collected and disseminated, both on a systematic basis and in reply to requests from governments and employers' and workers' organizations and persons and bodies interested in the question of discrimination. Particular attention will be paid to new forms of discrimination and to the practical measures required to combat racial discrimination and religious intolerance, to integrate minority groups into national societies and to achieve equality between men and women in practice, taking family responsibilities into account. The results of this work will be published in an appropriate form.

Educational and promotional activities

50.36. The educational and promotional activities carried out in order to increase awareness and improve understanding of ILO standards on equality of opportunity and treatment will be reinforced. Information will be disseminated and training will be provided to national officials, representatives of employers' and workers' organizations and to persons and organizations working in the field of discrimination. Two subregional and several national tripartite seminars will be organized on Conventions Nos. 100, 111 and 156 and on other standards relating to the employment of women, and on specific aspects of equality of opportunity and treatment in general, as well as on equality between men and women. A contribution will also be made to the educational and promotional activities relating to equality carried out under other major programmes. These activities will cover questions such as the situation of disadvantaged groups, national machinery for the promotion of equality between men and women, sexual harassment, positive measures to accelerate the achievement of equality and procedures for ensuring the observance of rights set out in the law. A symposium will also be organized on the problems of women workers in Arab countries. The direct costs of the subregional seminars and of the symposium will be financed from RBTC resources, while extra-budgetary resources will be sought for the national seminars. These activities will be carried out in collaboration with programmes 80.2 (Labour law and labour relations) and 90.4 (Conditions of work and welfare facilities), the Turin Centre and the special adviser on women workers' questions, and the multidisciplinary teams in the regions.

Technical advisory services

50.37. Assistance to governments and to employers' and workers' organizations to extend the application of the ILO's standards and principles on equality will be increased. Advice will be provided to governments to assist them to give effect to the comments of the supervisory bodies concerning the implementation of Conventions Nos. 100 and 111, particularly through direct contacts missions. Advice will also be provided in response to the increasing number of requests received on questions such as equality of remuneration between men and women, positive action in favour of women and other disadvantaged groups, and recourse procedures and national mechanisms for the promotion of equality between men and women. Resources are also provided for the development and support of technical cooperation projects within the framework of the programme of promotional activities which will be carried out under the major programme as a whole, with the aim of improving the application of Conventions Nos. 100, 111 and 156. These activities will be carried out in collaboration with other major programmes, and especially with programmes 60.5 (Migration and population), 70.2 (Training policies and programme development), 80.2 (Labour law and labour relations), 90.4 (Conditions of work and welfare facilities) and the special adviser on women workers' questions.

New standards on appeals procedures and machinery to implement rights set out in law

50.38. A study was undertaken during the biennium 1992-93, under the interdepartmental project on Equality for women in employment, of the appeals procedures and sanctions which are available to ensure respect for those rights of women which are recognized in law, and particularly the right to equal remuneration. On the basis of this study, a report will be prepared to examine whether new standards should be adopted on procedures and mechanisms for achieving more effective observance of the rights set out in existing instruments on discrimination and equality of remuneration.

National machinery for promoting equality between men and women

50.39. The existence of effective national bodies or machinery for promoting equality between men and women in employment is a prerequisite for the success of equality policies and measures. Such bodies have generally been established at the government level, or in trade unions. Some are tripartite in structure. The information which has been gathered in a number of countries, particularly through the symposia on the problems of women workers organized in three regions over the past two biennia, will form the basis of a study which will be undertaken on how such bodies can be most effective in employment and labour-related fields. Particular attention will be paid to their mandates and means of action and an examination will be made of the alternative options of building expertise within central equal opportunities bodies, developing expertise on equality in labour ministries or departments of employment or a combination of these two options. The arrangements made by employers' and workers' organizations and the establishment of national tripartite machinery on the status of women workers will also be reviewed. The study will draw on the experience accumulated by other technical major programmes and will be undertaken in consultation with the special adviser and with advisers in the multidisciplinary teams. After being discussed in workshops, for which extra-budgetary funds will be sought, the study will be published and will be used to support technical advisory services.

Positive action programmes for equality

50.40. During the biennium 1992-93, a study was carried out under the interdepartmental project on Equality for women in employment, of positive action programmes which have been established in order to accelerate the achievement of equality between men and women. During the biennium 1994-95, a similar study will be carried out on the programmes and policies which have been adopted in favour of other groups which have suffered from discrimination in employment, and particularly ethnic minorities and disabled persons. This study, based on sectoral and national case-studies, will be carried out in collaboration with programme 70.4 (Vocational rehabilitation). The study will be published and will provide the basis for the provision of advisory services.

Employment of HIV-positive or AIDS-infected persons

50.41. Since 1986 and, more recently, in accordance with UN General Assembly resolution 46/203 of December 1991 concerning the prevention and control of acquired immunodeficiency syndrome (AIDS), a number of activities have been carried out together with the WHO to examine how to deal with the consequences of the AIDS epidemic in the area of employment and work. In 1988, a consultative meeting organized with WHO examined the risk factors associated with HIV (human immunodeficiency virus) infection in the workplace and how employers and workers deal with the HIV/AIDS question. This meeting adopted a consensus statement on AIDS and the workplace which laid down general principles (in particular the principle of non-discrimination) and the basic elements of a policy on AIDS at the workplace. An examination will therefore be carried out of the law and of enterprise practices regarding the employment of persons who are HIV-positive or are infected with AIDS in a number of industrialized and developing countries. The questions examined will include: the conditions under which such persons are engaged (including the question of screening); their conditions of employment and work; staff training and information; safety and health issues; assistance mechanisms and recourse procedures; and social protection. The study will be based on local inquiries and will be published. This activity will be carried out in collaboration with the other major programmes concerned. Its objective will be to document the practices followed at the workplace level in order to give examples of desirable practices and to identify the questions to which the ILO and its constituents should pay special attention.

Meeting of Experts on Personnel Policies to Promote Equality of Opportunity and Treatment in Employment

50.42. A meeting of experts will be convened to make recommendations on good practices in personnel policy to avoid any direct or indirect discrimination and to achieve equality of opportunity and treatment in the workplace. The questions covered will include recruitment and access to employment, training, career development, conditions of employment and work, termination of the employment relationship, appeals procedures and enforcement mechanisms. The discussion will be based on a draft set of practical guidelines for equality of opportunity and treatment in employment which has been prepared and discussed in several seminars held in recent years and will take particular account of the work carried out on appeals procedures, programmes of positive action and equality in collective bargaining during the biennium 1992-93 under the interdepartmental project on Equality for women in employment. The meeting will be prepared and organized in collaboration with programmes 80.2 (Labour law and labour relations) and 70.2 (Training policies and programme development). The recommendations of the meeting of experts will be submitted to the Governing Body. The meeting will be held in Geneva for five working days, and will be attended by 24 participants (eight representatives of each of the groups) nominated by the Governing Body ($97,000).

Apartheid and other special issues

50.43. One of the main objectives of this subprogramme is to eliminate apartheid and to overcome its effects. The activities undertaken in this context have been developed to respond to special calls for action by the International Labour Conference and the Governing Body. The major changes taking place in southern Africa have resulted in a number of changes in these activities in comparison with earlier biennia, including the redeployment of resources in the programme and the redistribution of the financing previously allocated to cover the Group of Independent Experts on Apartheid. Another principal objective of the subprogramme is an improvement in the situation of workers in the Arab territories.

Action in respect of apartheid

50.44. The main objective of these activities is the elimination of apartheid and of the consequences of its application over a long period in South Africa, as well as its effects on other States in southern Africa. Activities will be guided by the decisions of the International Labour Conference in relation to developments in South Africa as the process of transition from the system of apartheid to a unified, non-racial, democratic State continues. This will involve maintaining close contacts with all the parties involved in formulating policies related to labour matters and in preparing the measures which are required to replace apartheid in the field of employment and occupation. Consultations will be needed in this context with the United Nations and its specialized agencies, and with regional and subregional bodies, such as the Organization of African Unity, the Southern African Development Coordination Conference, the Southern African Labour Commission, the social partners and other bodies concerned with South Africa. A variety of means will be used, including: the continued monitoring of events and regular tripartite consultations on those sectors of the economy which require action; research into areas requiring urgent action and the publication of reports; and the mobilization of resources for the provision of direct assistance to those engaged in overcoming apartheid. Particular emphasis will be placed on the provision of advisory services concerning equality of opportunity and treatment in employment and occupation, with the specific objective of addressing the means by which situations of inequality which have resulted from racial discrimination under apartheid law and practice can be rectified. Promotional activities will include the preparation of targeted publications and the organization of a series of national and sectoral seminars as a means of involving employers and workers at all possible levels. A provision of $100,000 in RBTC has been made to finance these activities.

50.45. In view of the very considerable degree of assistance likely to be required across a wide spectrum of the fields which lie within the competence of the ILO, extra-budgetary funding will be sought for the preparation of medium- and long-term measures to overcome racial discrimination.

Workers in the occupied Arab territories

50.46. The activities covered by the subprogramme include the preparation of the annual reports to the International Labour Conference on the situation of workers in the occupied Arab territories called for by the resolution adopted in 1980, as well as the promotion and coordination of assistance to these workers. This assistance, which is focused on vocational training (including the occupational rehabilitation of the disabled), the training of trade unionists and entrepreneurs, employment promotion (particularly for young persons and women) and the improvement of working conditions and social security, will be developed in the light of the changing situation. Current efforts will be pursued to secure extra-budgetary financing and to coordinate ILO activities with the assistance provided by other international organizations.

50.5. Labour law information

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	8/00
GENERAL SERVICE WORK-YEARS	9/06
NON-STAFF COSTS	$322,525
TOTAL	**$1,974,019**
OTHER SOURCES	-

50.47. The objective of this programme is to provide ILO constituents with information on international labour standards and the labour and social security legislation of member States. This objective will be achieved through the collection, processing and, where appropriate, translation of legislative information, which will then be disseminated through electronic media, publications and in response to specific requests for information by ILO constituents. The work of the programme has been reorganized and significant investments have been made in new information technologies. These developments will continue during the biennium 1994-95, with a view to ensuring that the legislative information which is collected and processed under the programme is disseminated in the forms best suited to users' technical capacities. The dissemination of this information is an important aspect of the promotion of international labour standards. The legislative experiences of other countries serve as examples for member States which are seeking to draw up or revise their own legislation. Knowledge of developments in national labour legislation is also indispensable for the work of the Office, and in particular for the efficient functioning of the ILO supervisory machinery and for work related to the formulation of new international labour standards.

Processing of legislative information

50.48. The objective of this subprogramme is to monitor and collect the labour and social security legislation enacted by member States. This involves systematically screening official publications, government gazettes, new codes and compilations of laws, legal monographs and periodicals concerning over 150 countries and a significant number of provinces and non-metropolitan territories. These activities are undertaken in cooperation with other major programmes, programme 120.2 (Library and documentation) and field offices, as well as with governments, UNDP correspondents and institutions specializing in labour and social security law. The relevant laws and regulations are analysed, abstracted and recorded in a computerized database, while major enactments, codes and collections of legislation are kept in the documentation centre. Because national laws are published in nearly 50 different languages, many of which are inaccessible to most ILO officials and constituents, translations into the ILO's working languages are provided where appropriate.

50.49. From the information that is collected, nearly 3,000 texts of new laws and regulations are analysed and classified each year. The overall collection of legislation contains over 50,000 texts originating from 180 countries and territories. This extensive and up-to-date collection of laws is needed as a basis for the dissemination of legal information to ILO constituents and in order to support the work of the supervisory bodies on the application of ILO Conventions and Recommendations. Original texts and translations of laws are also provided upon request in both printed and electronic form to ILO constituents and officials.

Dissemination of information

50.50. The objective of this subprogramme is to disseminate information relating to international labour standards and national legislation through the appropriate media. The information services provided under this subprogramme are intended mainly to support the servicing of the supervisory bodies and the provision of technical advisory services to ILO constituents in areas such as the revision of labour and social security legislation. Since 1990, the activities covered by this subprogramme have included the provision of a range of legal information services through the LABORLEX legal information system. This is currently composed of: documentation collections and the ILOLEX database of international labour standards; collections of legal texts and the NATLEX database of national legislation; the publication of a comparative law periodical, *Labour Law Documents*, and a monthly bulletin, *Legislative Information*; the provision, upon request, of research results and documents; and the provision of training and technical assistance to constituents wishing to establish labour and social security law information centres.

50.51. During the biennium 1994-95, the information services located at headquarters will be made available on a priority basis to the multidisciplinary teams and to field offices which need to be provided with adequate information on international labour standards and the legislation of countries with which they are concerned. This is especially important in the context of the decentralization of many of the advisory and assistance functions of the Office. Emphasis will also be given to the provision of information services to ILO constituents, particularly since experience has shown that even basic information on ILO Conventions and the supervisory system is sometimes not available to the bodies responsible for drafting or applying labour and social security legislation, namely: ministries of justice, parliaments, tripartite institutions on economic and social matters, courts, specialized labour tribunals and institutions for the protection of human rights. Promotional activities will be pursued in cooperation with other major programmes, the multidisciplinary teams and field offices, in order to respond to needs in this area.

The ILOLEX database

50.52. The ILOLEX database, which was made operational in 1992, has been designed as an advanced tool for the provision of information and for research and training concerning international labour standards. ILOLEX contains, in full text and in three languages (English, French and Spanish), most of the ILO legal instruments, including: the Constitution, international labour Conventions and Recommendations, the reports of the Committee of Experts and of the Conference Committee on the Application of Standards, the cases of the Governing Body Committee on Freedom of Association, representations and complaints made under the ILO Constitution, and ratifications and related declarations by member States. ILOLEX will be updated annually, and its coverage will be expanded as resources (including revenues from sales) permit. ILOLEX has started to be disseminated on line within the ILO and in the form of a CD-ROM disc outside headquarters. In the course of the biennium it will be progressively made available to field offices and ILO constituents.

The NATLEX database

50.53. The NATLEX database contains summaries of new labour and social security laws promulgated by member States. It will continue to be developed by the addition of the full texts of laws and regulations which could serve as examples for the legislative work of ILO constituents or for technical co-operation projects. Some 24,000 national laws and regulations, as well as a number of international instruments, have been recorded in the database, and nearly 3,000 new entries are added each year. Searches of legislative texts can be made through NATLEX by subject, country or by region, by the date of the legislation, and by means of an index system based on the ILO Thesaurus. The NATLEX database has given rise to particular interest as the only computerized system for labour and social security legislation covering most of the countries of the world. The database is accessible on line within the ILO headquarters, and through the ILIS system outside headquarters. Versions of NATLEX for personal computers have been supplied to ILO field offices, government bodies and workers' organizations. The provision of information and training on the database will be continued during the biennium 1994-95.

Publications

50.54. The activities of the programme include the publication of a periodical, *Labour Law Documents*, and a monthly bulletin, *Legislative Information*. New labour and social security laws that are of major interest are published in the periodical in full and in three languages (English, French and Spanish). The aim of this activity is to disseminate fundamental texts which would otherwise remain inaccessible outside the countries of origin because of language, communication or other difficulties. By way of illustration, the new laws adopted in Central and Eastern European countries were given particular attention during the biennium 1992-93.

Documentation centre

50.55. The documentation services provided under this programme administer a complete set of documentary resources on international labour standards and the ILO supervisory system, as well as files of legislation by country and collections of documents relating to the human rights instruments with which the ILO is associated. These services provide the documentation needed for the servicing of the ILO supervisory bodies, meetings, seminars and experts' missions. The activities also include management of the NATLEX database and bibliographical research services, as well as the transmission of documents, especially ILO Conventions and Recommendations, reports of the supervisory bodies and legislative texts, in response to requests by ILO constituents or specialized institutions.

Promotional activities

50.56. Knowledge by ILO constituents of international labour standards will be promoted through information-related activities. Technical assistance will be provided to the multidisciplinary teams, to field offices and to ILO constituents which require information on international labour standards and national labour legislation. Training sessions will be organized for constituents in order to familiarize them with computerized systems and their research capabilities. These activities will, where appropriate, be financed by RBTC resources.

Major Programme 50. International Labour Standards and Human Rights

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
50.1. DEPARTMENTAL MANAGEMENT										
GENERAL HUMAN RIGHTS COORDINATION	2/00	1/00	316,860	-	316,860	-	-	-	-	-
COORDINATION BETWEEN INTERNATIONAL LABOUR STANDARDS AND TECHNICAL COOPERATION	4/00	2/00	633,720	-	633,720	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	109,400	109,400	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	3/04	3/00	679,044	157,501	836,545	-	-	-	-	-
1994-95 TOTALS	**9/04**	**6/00**	**1,629,624**	**266,901**	**1,896,525**	-	-	-	-	-
1992-93 TOTALS	**11/00**	**5/00**	**1,765,656**	**291,951**	**2,057,607**	-	-	-	-	-
50.2. APPLICATION OF STANDARDS										
SUPERVISION OF APPLICATION OF STANDARDS	29/00	16/00	4,756,557	670,001	5,426,558	-	-	-	-	-
PROMOTION OF APPLICATION OF STANDARDS	9/00	-	1,111,644	68,000	1,179,644	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	352,040	352,040	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	4/00	526,344	-	526,344	-	-	-	-	-
1994-95 TOTALS	**40/00**	**20/00**	**6,394,545**	**1,090,041**	**7,484,586**	-	-	-	-	-
1992-93 TOTALS	**37/00**	**18/00**	**6,049,461**	**1,023,341**	**7,072,802**	-	-	-	**352,000**	**352,000**
50.3. FREEDOM OF ASSOCIATION										
SUPERVISION OF STANDARDS AND PRINCIPLES	11/00	3/00	1,568,160	-	1,568,160	-	-	-	-	-
TECHNICAL ADVISORY SERVICES AND PROMOTIONAL ACTIVITIES	1/06	-	185,274	-	185,274	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	180,000	180,000	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	3/00	456,516	83,328	539,844	-	-	-	-	-
1994-95 TOTALS	**14/06**	**6/00**	**2,209,950**	**263,328**	**2,473,278**	-	-	-	-	-
1992-93 TOTALS	**14/06**	**6/00**	**2,209,950**	**263,328**	**2,473,278**	-	-	-	-	-
50.4. EQUALITY OF RIGHTS										
SUPERVISION OF THE APPLICATION OF STANDARDS	3/06	-	432,306	-	432,306	-	-	-	-	-
ASSISTANCE, INFORMATION AND RESEARCH ON EQUALITY	3/06	-	432,306	272,000	704,306	-	-	-	-	-
APARTHEID AND OTHER SPECIAL ISSUES	3/02	-	391,134	173,742	564,876	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	269,000	269,000	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	4/06	561,258	-	561,258	0/02	0/01	26,405	2,581	28,986
1994-95 TOTALS	**12/02**	**4/06**	**1,817,004**	**714,742**	**2,531,746**	**0/02**	**0/01**	**26,405**	**2,581**	**28,986**
1992-93 TOTALS	**12/03**	**4/06**	**1,827,297**	**787,666**	**2,614,963**	**0/02**	**0/08**	**67,138**	**929,366**	**996,504**

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
50.5. LABOUR LAW INFORMATION										
PROCESSING OF LEGISLATIVE INFORMATION	3/10	1/00	543,306	80,512	623,818	-	-	-	-	-
DISSEMINATION OF INFORMATION	2/11	7/00	849,051	202,053	1,051,104	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	24,960	24,960	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	1/03	1/06	259,137	15,000	274,137	-	-	-	-	-
1994-95 TOTALS	**8/00**	**9/06**	**1,651,494**	**322,525**	**1,974,019**	-	-	-	-	-
1992-93 TOTALS	**8/00**	**10/00**	**1,686,408**	**258,439**	**1,944,847**	-	-	-	-	-

Major Programme 60. Employment and Development

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFESSIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
60.10	DEPARTMENTAL MANAGEMENT	6/00	3/04	1,031,696	113,736	1,145,432
60.20	EMPLOYMENT STRATEGIES	16/00	9/09	2,657,079	323,259	2,980,338
60.30	ACTIVE LABOUR MARKET POLICIES	13/06	7/10	2,214,452	289,879	2,504,331
60.40	POLICIES AND PROGRAMMES FOR DEVELOPMENT	26/00	13/00	4,119,180	1,110,593	5,229,773
60.50	MIGRATION AND POPULATION	7/00	3/09	1,126,467	228,631	1,355,098
1994-95	**TOTALS**					
	REGULAR BUDGET	68/06	37/08	11,148,874	2,066,098	13,214,972
	OTHER SOURCES	11/08	15/06	2,523,354	73,392,309	75,915,663
1992-93	**TOTALS**					
	REGULAR BUDGET	73/04	38/06	11,804,058	1,921,585	13,725,643
	OTHER SOURCES	34/08	26/09	6,149,787	102,356,092	108,505,879

60.1. Despite the painstaking efforts of governments and the international community over past decades, the problems of unemployment and underemployment in many parts of the world have not been alleviated, the gaps in technological progress, economic performance and social advancement between the industrialized and many developing countries have not been reduced, and the vicious circle consisting of poverty, lack of protection and marginalization has not been broken. In many member States the need for consistency between stabilization, structural adjustment and efficiency programmes and their longer term impact on the social aspects of development, equity and the situation of the weakest groups in society is still not taken sufficiently into account in the design of employment and development strategies. The increasing rapidity of change, the globalization of production and trade, and the growing interdependence between the technological, environmental and social aspects of development, create a context in which it is important to adopt integrated policies and programmes, as opposed to the traditional approach of isolated, short-term and ad hoc interventions. There is also an urgent and increasing need for vigilant monitoring and assessment of the changing conditions of development, employment generation and poverty alleviation. The analytical knowledge base in these areas needs to be upgraded in order to avoid obsolete solutions to emerging problems.

60.2. The fragility of the democratization process, social and economic deprivation and environmental degradation, combined with a continuing population explosion, will continue to create new migratory pressures at both the national and international levels. These pressures have to be addressed through the adoption of migration policies which are consistent with comprehensive economic, educational and social policies and with enhanced protective measures for individuals. The changes which are becoming apparent in the functioning of labour markets, the nature of work and employment, the roles of governments and other actors, and the evolution of the formal and informal sectors, also make it imperative to reassess and develop labour market institutions in order to enhance their capacity to promote both efficiency and equity in the economy. New approaches and new combinations of measures are needed to resolve the problems of vulnerable groups, which are particularly affected by restructuring, higher skill requirements and changes in the world of work. Moreover, renewed emphasis on the quality of growth, in addition to its quantity, refocuses attention on the need to make growth more employment-intensive, more equitable and more socially sustainable.

60.3. The changing economic, social and institutional environment and the emerging problems described above will constitute a challenge for the major programme in assisting the ILO to meet its overall objectives of fostering democracy, reducing poverty and promoting the protection of workers. Creating conditions in which economies can create employment and embark upon a path of sustainable development is the key to meeting these three overall objectives. In addressing them, the major programme will encourage member States to adopt and implement active policies to promote full, productive and freely chosen employment and to meet the standards on employment, human rights, conditions of work and the protection of vulnerable groups which are embodied in ILO Conventions and Recommendations. The work of the major programme will also reflect the conclusions and resolutions adopted by the International Labour Conference and the discussions and conclusions of the Governing Body and its Committee on Employment concerning structural adjustment, active labour market policies, rural development, the promotion of self-employment and the informal sector.

60.4. Within this framework, the key objectives of the major programme for the biennium 1994-95 are as follows:

- Achievement of long-term sustainable growth and employment creation. In addition to giving social content to stabilization and adjustment programmes, this involves exploring the long-term employment and poverty-reducing effects of alternative development strategies and macroeconomic policies. New approaches to employment planning need to be developed, taking more fully into account the changing role of the State. It is also necessary for environmental policies to be compatible with the objectives of employment creation and poverty alleviation and for technologies to be introduced which are environmentally sound and socio-economically desirable.
- The adoption of sectoral policies and target group programmes aimed at increasing employment opportunities and social protection for the growing numbers of the poor. This requires employment-intensive investments and programmes, a fuller realization of the employment-creation potential of leading sectors and subsectors, and improved targeting of programmes and projects. Measures to enhance productivity and the quality of employment in the formal and informal sectors need to give particular attention to the requirements of rural women and workers in the urban informal sector, as well as their access to basic goods and services. In view of the expected tripling of the urban population in developing countries between the 1970s and the year 2000, it is essential to adopt integrated approaches to the alleviation of urban poverty.
- The achievement of an equitable and efficient functioning of labour markets and the development of appropriate labour market policies to that effect. These must be regarded as key elements in the overall effort to improve access to employment, achieve a better balance between labour supply and demand, and reduce the marginalization and impoverishment of vulnerable groups. The aims of enhanced labour mobility, flexibility and protection have to be reconciled and the capacity of governments, with the aid of the social partners, to develop and implement comprehensive labour market policies needs to be significantly strengthened. There is also a special need to respond to the requirement for new or modified labour market institutions and carefully designed active labour market policies in economies in transition and those undergoing massive structural change.
- Strengthened protection for especially vulnerable groups. This includes the elimination of discrimination against specific groups, such as women and indigenous peoples. It involves undertaking analysis and providing advice on coherent emigration and return policies aimed at controlling migratory flows, preventing discrimination and improving the protection of migrant workers and the members of their families. Part of a comprehensive response to the issue of migration for employment is to promote alternatives to emigration. At the national level, there is an urgent need to influence the magnitude and direction of internal migratory movements through appropriate policies.

60.5. With a view to achieving greater coherence in addressing the above priorities, the structure of the major programme has been reorganized. The Employment strategies programme has been created in place of the former Employment and structural adjustment programme in order to assist member States in the formulation and implementation of comprehensive strategies for employment generation and poverty alleviation. Work on employment planning, previously carried out under the former Employment and manpower planning and labour market analysis programme, is also now covered by the Employment strategies programme. Provision is also made for work to follow up on the interdepartmental project on Employment promotion and structural adjustment: Labour policies for adjustment.

60.6. An Active labour market policies programme has been created in order to respond to growing demands for a more concentrated effort by the Office to enhance the capacities of governments and the social partners to implement effective labour market policies, particularly in developing countries and countries undergoing the transition to a market economy. The work on labour market information and labour market policies (previously found under the Employment and manpower planning and labour market analysis programme) will take on a more proactive and operational character than in previous biennia.

60.7. The Policies and programmes for development programme draws together in a more integrated manner the work which was covered by the former Employment and incomes in the rural and informal sectors and Infrastructural and rural works and employment programmes. The intent is to group together and improve the focus of activities aimed at poverty alleviation and employment-intensive growth at the sectoral level and for specific target groups, including women and indigenous peoples. In view of the increasing demand from ILO constituents for these activities, the problems of the rural economy and the design of alternative approaches to labour-intensive employment generation through, inter alia, the development of infrastructure, will continue to be of major concern to the programme.

60.8. The Migration and population programme groups together activities covered by the former International migration for employment programme and the Population and labour policy subprogramme.

60.9. The challenges outlined above can only be addressed through a judicious combination of means of action, strengthened cooperation with other technical major programmes at headquarters and close collaboration with the field structure, and particularly the multidisciplinary teams, with a view to bringing the major programme closer to the needs of ILO constituents. The activities covered by this major programme are designed to strengthen the ILO's capacity to provide policy advice to member States and assist in the development of programmes for employment generation and poverty alleviation among the most vulnerable groups of the population. With a view to achieving synergy between the various means of action, analytical work will be more closely linked to policy-making and operational activities. While most of the responsibility for project implementation and the testing of new ideas will devolve to the field, the major programme will have to play an enhanced role in providing a global perspective of major issues in the field of employment and development, drawing together the lessons acquired through experience and ensuring their wider dissemination. At the same time, by linking standard setting more closely to other means of action, the major programme will strive to strengthen the application of the ILO instruments pertaining most closely to its fields of activity, and particularly the Migration for Employment (Revised) Convention (No. 97) and Recommendation (No. 86), 1949, the Employment Policy Convention (No. 122) and Recommendation (No. 122), 1964, the Rural Workers' Organizations Convention (No. 141) and Recommendation (No. 149), 1975, the Migrant Workers (Supplementary Provisions) Convention, 1975 (No. 143) and the accompanying Recommendation (No. 151), the Employment Policy (Supplementary Provisions) Recommendation, 1984 (No. 169), and the Indigenous and Tribal Peoples Convention, 1989 (No. 169). The technical cooperation activities carried out under this major programme will also continue to emphasize the application of the relevant international labour standards.

60.10. Another important condition for success is that the ILO must react flexibly and rapidly to changing needs, concerns and priorities, such as the need to develop new active labour market policies, which was not previously covered to a sufficient extent by ILO action. It is also necessary to place programme development and implementation in a longer term perspective. Past experience and the impact of policy advice have to be addressed over several biennia. These considerations have been taken into account in the design of the major programme, with a view to enhancing the ILO's position as a focal point on employment and labour market issues and addressing the needs of its constituents more efficiently.

60.11. For reasons explained in the Introduction, the resources to be made available for many of the technical major programmes are somewhat lower than in the biennium 1992-93. For this major programme the decrease amounts to some $511,000 in real terms. This reduction consists of decreases amounting to 4/10 Professional work-years and 0/10 General Service work-year, partially offset by an increase in non-staff costs, amounting to some $145,000. This comprises a sizeable decrease in external collaboration of nearly $231,000, a small increase for the acquisition of computer equipment of some $13,000 and an important increase in staff travel resources of some $363,000. This latter is intended to meet the increased travel requirements of headquarters staff for collaboration with the multidisciplinary teams and takes into account a reduction in travel resources available from Programme Support Income. Extra-budgetary resources for technical cooperation are expected to amount to some $73 million, including resources from UNFPA. The latter resources form part of the overall capacity of the major programme to deliver an integrated set of outputs which address the needs of ILO constituents. These resources also enable the Office to give effect to the results of work carried out under the regular budget.

60.1. Departmental management

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	6/00
GENERAL SERVICE WORK-YEARS	3/04
NON-STAFF COSTS	$113,736
TOTAL	**$1,145,432**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	-
GENERAL SERVICE WORK-YEARS	2/00
NON-STAFF COSTS	$22,481
TOTAL, EXCLUDING TECHNICAL COOP.	**$162,137**
TECHNICAL COOPERATION	-

60.12. In addition to programme management and secretarial support, provision is made under this programme for support to the multidisciplinary teams and the overall coordination of the advisory services provided to member States by headquarters and field staff in the areas covered by the major programme. The activities covered by this programme include supporting the employment specialists in the field structure through the provision of information on the work of the major programme, including the results of research activities, as well as encouraging exchanges of information on the work carried out in the various regions. These activities will also include technical liaison with the World Bank and the IMF. Resources are also provided to ensure that major analytical findings and policy recommendations derived from the work of the major programme are more readily accessible and widely disseminated to ILO constituents. Provision is also made for the evaluation of the work of the major programme in general and of research in particular. Combined with the work carried out under programme 60.2 (Employment strategies) on the assessment of advisory services in employment planning, and under programme 60.4 (Policies and programmes for development) on the evaluation of programmes and projects for specific sectors, the overall evaluation capacity of the major programme will be strengthened.

The Employment Policy Convention

60.13. The analysis of government reports on the application of the Employment Policy Convention, 1964 (No. 122), is an important recurrent activity. This work will continue to be closely linked to the monitoring and analysis of employment problems and trends, manpower planning and employment and labour market policies.

Liaison work with the United Nations

60.14. Provision is made for: Office representation at meetings of the ACC Task Force on Long-Term Development Objectives and its Technical Working Group; advising governments and reporting on the progress achieved in the implementation of the International Development Strategy (IDS) in the ILO's fields of competence; contributing to the analysis of major policy themes chosen by the United Nations Economic and Social Council; and producing ILO papers for the preparatory process for the World Summit for Social Development (1995) and technical material for other activities in the economic and social fields organized by the United Nations and its specialized agencies.

60.2. Employment strategies

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	16/00
GENERAL SERVICE WORK-YEARS	9/09
NON-STAFF COSTS	$323,259
TOTAL	**$2,980,338**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	1/00
GENERAL SERVICE WORK-YEARS	2/06
NON-STAFF COSTS	-
TOTAL, EXCLUDING TECHNICAL COOP.	**$298,086**
TECHNICAL COOPERATION	$5,928,000

60.15. The objective of this programme is enhanced capacity of member States to formulate and implement comprehensive employment generation and poverty alleviation strategies, taking into account the external factors and economic and social situations which affect employment and development.

60.16. With a view to increasing the priority given to employment and equity in economic reform and adjustment processes, an assessment will be made of the impact of different national and international economic policy options on employment generation, poverty alleviation and the reduction of income inequalities. Country advisory missions will be organized, based on the analysis which has been carried out and on the experience which has been acquired. An institutional framework for employment planning will be formulated and ILO advisory services in this field will be assessed. A synthesis will be prepared of country experiences across areas and regions, and economic and technological information will be processed and disseminated to tripartite constituents. Collaboration will be continued with the World Bank and the IMF on substantive issues in order to emphasize the ILO perspective on issues of economic reform, growth and poverty alleviation. This work will provide a framework for specific action by the multidisciplinary teams at the national level and will follow up on the activities of the interdepartmental project on Employment promotion and structural adjustment: Labour policies for adjustment.

Economic reform, growth and poverty alleviation

60.17. The objective of this subprogramme is strengthened capacity of ILO constituents to contribute to the formulation of macroeconomic policies which promote employment growth and the sustainability of economic reform and structural adjustment programmes. Integrating the objectives of employment generation, poverty alleviation and environmental sustainability into overall economic reform policies will lead to the achievement of a higher level of better quality employment.

Economic reform and employment strategies

60.18. The extensive economic and social disruption which results from economic reform requires the adoption of innovative employment strategies. Assistance will be provided to ILO constituents for the formulation of national medium- and long-term economic policies which both increase employment and sustain the process of economic reform. Country advisory missions will be undertaken by the multidisciplinary teams and headquarters staff to advise on the policy mix required for economic growth and employment generation. Acquired experience will be analysed with a view to assisting countries which are less advanced in the reform process. The outputs of this work will include an assessment of the impact of reform options on poverty levels and the provision of advice on the formulation of alternative economic strategies. The results of the analyses of country experiences will be disseminated to ILO tripartite constituents. The dialogue will be continued with the IMF and the World Bank on policy options with the dual objective of keeping up with developments in the analysis of economic growth and employment and raising the priority which is given to employment issues in their programmes. Provision is also made for responses to requests from the multidisciplinary teams for support in the more specific assistance which they provide to constituents, as well as for the participation of headquarters staff in country missions.

Improving structural adjustment policies

60.19. The aim of this work is to assist member States to design structural adjustment policies and measures which make a positive contribution to poverty alleviation and employment creation in the medium term. Lessons drawn from experiences of adjustment which have been analysed by the ILO, including under the 1992-93 interdepartmental project on Employment promotion and structural adjustment: Labour policies for adjustment, will be used to provide guidance to countries which are still dealing with serious structural adjustment problems while moving towards less direct government intervention in the economy as a result of liberalization and economic reform. A review will also be made of the relevance and effectiveness of the technical advice which has been provided in this field by the ILO since the High-Level Meeting on Employment and Structural Adjustment in 1987. The framework for the provision of policy advice will be further developed and refined as a result of the provision of technical advisory services to several member States at different levels of income and stages of institutional reform. This work will be carried out in collaboration with the multidisciplinary advisory teams, which will be responsible for identifying one country in each subregion where such missions would be particularly beneficial.

Poverty, the environment and sustainable development

60.20. In line with the resolutions adopted by the International Labour Conference in 1990 on environment, development, employment and the role of the ILO and in 1991 on the application of modern agricultural technology, and following the report, "Environment, employment and development", which was prepared as a contribution to the debate at the United Nations Conference on Environment and Development (UNCED) in Rio de Janeiro (June 1992), work will be undertaken to strengthen the knowledge base and advisory capacity of the Office to respond to the environmental concerns of ILO constituents and to follow up on the extensive *Agenda 21* of UNCED. In conjunction with the interdepartmental project on Environment and the world of work, studies will be undertaken on the employment and income distribution effects of environmental policies. These studies will form a basis for the technical advisory services which will be provided to all groups of ILO constituents. Special attention will be paid to the environmental vulnerability of poor communities, which are ill-placed to husband the disappearing natural resources on which they depend, as a complement to the work carried out under programme 60.4 (Policies and programmes for development). Advice will also be provided to constituents and to the multidisciplinary teams on how to include employment considerations in assessments of the environment issue which are undertaken by countries, donor agencies and financial institutions.

Employment planning and restructuring

60.21. The aim of this subprogramme is to strengthen the employment planning and policy formulation capacity of member States to respond to the changing economic environment, including the capacity to analyse and monitor signals given by market forces and to assess the employment implications of new technological trends. With the aim of minimizing the mismatch and wastage of human resources, work will also be undertaken in collaboration with major programme 70 (Training) to achieve closer integration between policies for the generation of productive employment and investments in skill development.

New approaches to employment planning

60.22. Traditional employment planning involves direct government intervention to ensure that adequate labour demand is generated in response to medium- and long-term forecasts. With the shift in development strategies towards greater reliance on market forces, a more indirect approach to overcoming imbalances between labour supply and demand is needed. This involves the promotion of policies which stimulate labour demand, particularly in the private sector. Continuous monitoring of the employment situation and labour market signals is now replacing medium- and long-term forecasting. Analysis therefore has to concentrate on the employment consequences of economic and structural change and on the creation of an environment conducive to employment-intensive growth. Based on a review of existing approaches and recent experiences in employment planning, a set of guidelines containing a practical methodology will be prepared in support of the new emphasis on employment planning. An analysis will be made of leading branches of economic activity, which will identify their employment linkages with the rest of the economy. This analysis will build on the work carried out in the biennium 1992-93 on how employment planning can facilitate economic reforms. It will also provide the framework for the more detailed analysis carried out under programme 60.4 (Policies and programmes for development) of employment creation in the urban, rural and informal sectors, and for specific target groups. Advisory services will be provided to support the new emphasis on employment planning. Information will be disseminated through the multidisciplinary teams and national and subregional workshops will be organized for government officials and for employers' and workers' representatives.

Integrated human resources development planning

60.23. Employment planning is increasingly being viewed in the context of integrated human resources development planning. Greater emphasis is therefore placed on the links between policies for the creation of jobs (the demand side) and for skills development (the supply side), with a view to minimizing the mismatch and wastage of resources. A methodology and a framework for analysing integrated human resources development policies will be developed jointly with major programme 70 (Training) to give more concrete shape to this concept, which emphasizes both employment levels and the quality of the workforce. An examination will be made of the long-term impact on productive employment generation of investment in formal skills development programmes. Work will be carried out in cooperation with programme 60.3 (Active labour market policies) to identify the labour market information which is needed as a basis for analysing the links between employment planning and the assessment of training needs.

Employment planning and technological change

60.24. A major challenge for employment planning arises from shifts in the distribution of employment resulting from the introduction of new technology. Employment planners need to anticipate redundancies arising out of the introduction of new technologies and the emergence of new occupational structures so that they can formulate appropriate measures to minimize their adverse employment impact and provide for the retraining of those concerned. The sources of employment threatened by technological change will be identified on the basis of a critical review of technological trends and their employment implications, using data gathered by the ILO, as well as by other agencies, such as the OECD and UNIDO. There is growing evidence that some new technological developments in the developed countries could threaten the livelihood of workers engaged in export industries in developing countries. A review will be carried out as a basis for the provision of advisory services to a selected number of developing countries affected by the rapid changes in technologies taking place in the industrialized world. Provision is also made to meet requests from member States, channelled through the UN Department of Economic and Social Development, for participation in inter-agency missions for the strengthening of endogenous technological capacity.

Assessment of advisory services in employment planning

60.25. In recent years, a number of countries have received technical assistance (from the ILO and other agencies) designed to strengthen the capacity of ministries of labour and planning in employment planning and to prepare the employment components of development plans. An in-depth assessment covering at least two countries each in Africa, Asia and the Pacific, and Latin America will be conducted in order to evaluate the extent to which the technical assistance has influenced policy-making and strengthened institutional capacity. Based on this work, the key elements of effective and successfully implemented employment policies will be identified and synthesized in a report. Special attention will be paid to the timeliness and quality of the policy advice and its influence on national policy-makers. The results of these evaluations will be widely disseminated and discussed with governments and the agencies concerned and will provide a framework for the improved design, implementation and evaluation of technical cooperation activities in the future by the multidisciplinary teams, field offices and headquarters.

Employment trends and policy issues

60.26. A good information base, combined with analysis of employment patterns and trends, underpins national and international policy formulation and monitoring. The objective of this subprogramme is increased understanding by ILO constituents of employment trends and policy issues. This objective will be met by: providing constituents with information on employment and poverty, including a review of global employment trends; integrating the ILO's sources of information on global trends with those of other agencies; contributing to the formulation of ILO positions on major employment and development issues; and analysing major employment issues for the Governing Body.

Review of trends in employment, unemployment and poverty

60.27. The purpose of these activities is to assemble and analyse information on employment, unemployment and poverty trends. This work will be carried out in close cooperation with programme 120.3 (Statistics) and the field structure. Indicators and information on trends in poverty will be obtained as a result of the work carried out on the monitoring of poverty under programme 60.4 (Policies and programmes for development) and on labour market information under programme 60.3 (Active labour market policies). Data on industrialized countries will also be obtained through collaboration with the OECD and the EC. This work will enable the ILO to monitor global trends in employment, unemployment and poverty and to analyse changes in employment patterns and structures. Reports presenting these trends and documenting the relationship between them will be prepared for dissemination in an accessible form to a wide audience. The output will enable the ILO to participate more effectively in the world debate on topical issues related to employment, development and the functioning of labour markets. This work will also contribute to the preparation of ILO publications such as the *World Labour Report*.

Governing Body Committee on Employment

60.28. Provision is made for servicing the Committee on Employment of the Governing Body and the preparation of documents on major policy issues on which the Committee provides feedback and guidance to the Office. This work contributes to the formulation of an ILO position on employment issues and on economic and social policy, which can be pursued with other international agencies. It also provides a coherent basis for many of the Office's operational activities. The work draws on experience across areas and regions and synthesizes research undertaken inside and outside the Office. These activities require collaboration with the other major technical and regional programmes, international organizations, including the IMF and World Bank, and ILO constituents.

60.3. Active labour market policies

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	13/06
GENERAL SERVICE WORK-YEARS	7/10
NON-STAFF COSTS	$289,879
TOTAL	**$2,504,331**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	0/10
GENERAL SERVICE WORK-YEARS	0/08
NON-STAFF COSTS	-
TOTAL, EXCLUDING TECHNICAL COOP.	**$149,482**
TECHNICAL COOPERATION	$4,543,000

60.29. The objective of this programme is to increase the capacity of governments and the social partners to formulate, implement and evaluate labour market policies designed to increase productivity, improve access to employment and income, and reduce discrimination against vulnerable groups. This programme has been created in direct response to the concern expressed by the Committee on Employment that increased attention should be paid to practical measures to improve the efficient and non-discriminatory operation of labour markets. Active labour market policies aim at stimulating the demand for labour, improving the supply of labour and matching labour supply and demand. These goals are achieved through: institutions and processes which identify and forecast skill shortages and skills that are in excess supply; the provision of orientation and training services, and services to facilitate job search and occupational choice; administrative and other arrangements which facilitate mobility between jobs; the provision of advisory services and support to enterprises in order to help them use and develop their labour force effectively; and measures to improve the employment outlook of vulnerable groups and reduce discrimination. Technical advice will be provided to governments and the social partners on setting priorities for action to resolve labour market problems and establishing more effective labour market institutions and policies. In order to upgrade the capacity of the ILO to provide advisory services in this context, it will be necessary to acquire a solid knowledge base of labour market information and indicators, develop the requisite tools for effective labour market analysis, and evaluate recent country and cross-national experiences of labour market institutions and policies. Although the perspective and coverage of this programme will be global, special emphasis will be placed on the needs and experiences of developing countries and of countries undergoing transition to a market economy. The activities covered by this programme will be carried out in collaboration with the other major programmes, the multidisciplinary teams and with other international agencies, where appropriate.

Labour market information and policies, and social protection

60.30. The objectives of this subprogramme are: higher rates of growth in member States through an increase in labour efficiency and employment; improved access to gainful and secure employment; and the prevention of marginalization through the improved functioning of labour markets. These objectives will be met through the provision of technical assistance, the collection and analysis of labour market information (LMI) and the development of appropriate labour market policies and programmes. As a result of these activities, ILO constituents will have an enhanced capacity to develop LMI systems and comprehensive labour market programmes and will have a better understanding of their interlinkages with economic, social and educational policies.

Labour market information for labour market analysis

60.31. The formulation, monitoring and evaluation of effective labour market policies require sound labour market analysis. This analysis is only possible if relevant and adequate labour market information (LMI) is available. Technical advice and assistance on the collection and analysis of LMI will continue to be needed, especially in developing countries. Provision is therefore made for advisory services based on a critical evaluation during past biennia of the experience gained from ILO assistance in setting up and operating LMI systems. An examination will be carried out in three or four selected countries of how various institutions have used LMI. The usefulness of the information generated by various labour market institutions will be studied. Recommendations will be formulated on how to improve LMI indicators by introducing new elements in order to reflect adequately changes in the functioning of the labour markets.

Labour regulations, employment and productivity

60.32. All too frequently, labour regulations are seen in a negative light as impediments to the functioning of the labour market. The positive aspects of regulatory measures, such as the effect of job security and protection on improving the quality and commitment of the labour force, are often overlooked. This is especially important in view of the current tendency to deregulate markets and place less emphasis on employment protection. A review will be carried out of the available information, of enterprise-level survey data compiled in previous biennia and of new information collected on the views and experiences of employers, trade unions and workers. This review will be designed to identify the short- and long-term labour market implications of national labour market regulations in terms of employment, wages and increased labour productivity as a result, for example, of increased commitment, adaptability, responsibility, cooperation, initiative and innovation. These analyses and reports will have a comparative international perspective and will form the basis for the provision of technical advisory services. Work during the biennium 1994-95 will concentrate on minimum wages and policies for increasing job security, such as protection from dismissal. Other policies will be examined in future biennia. This work will be carried out in close collaboration with major programmes 50 (International labour standards and human rights), 65 (Enterprise and cooperative development) and 130 (International Institute for Labour Studies) and programmes 80.2 (Labour law and labour relations) and 90.4 (Conditions of work and welfare facilities).

Comprehensive active labour market policies

60.33. Effective and comprehensive active labour market policies are important means of improving the functioning of the labour market. Based on the experience gained from the adoption of various forms of active labour market policies and programmes in both developing and industrialized countries, an examination will be made of their applicability and limitations in developing and middle-income countries. This will follow up work carried out in the biennium 1992-93 as well as past examinations of various active labour market policy options by the Governing Body Committee on Employment. The outputs will include a publication describing the components of comprehensive labour market policies and the complementarity between various policies. Country reports will also be prepared and will analyse the equity and efficiency of existing measures and recommend ways of improving their effectiveness. This work will form the basis for the provision of technical advisory services to ILO constituents. Active labour market policy packages will be developed and will be suitable for countries with different social structures and at various stages of development. The development of comprehensive labour market policies will involve extensive collaboration throughout this programme and with major programmes 70 (Training), 80 (Industrial relations and labour administration) and 110 (Social security) and the multidisciplinary teams.

Labour markets in transition

60.34. A comprehensive and well-balanced set of labour market policy measures integrated into the wider context of economic and social development is vital for a rapid and successful transition to a market economy. The objective of this subprogramme is improved formulation, implementation and evaluation of labour market policies in economies in transition in both developing and industrialized countries. Activities will include monitoring enterprise restructuring and privatization in order to identify policy priorities, designing integrated policy packages and evaluating current experiences and policies.

Labour market policies for enterprise restructuring and privatization

60.35. The transition from a planned to a market economy, which involves a major shift in employment to the private sector, is occurring at a rapid pace in many parts of the world. It is important for governments and the social partners to be in a position to evaluate the impact of the consequent restructuring and privatization of enterprises on the level and structure of employment, remuneration, labour productivity, labour mobility and labour protection. Based on information and acquired experience, policies can be developed which ensure appropriate levels of labour protection and security while at the same time encouraging improvements in labour productivity. Four country studies will be undertaken of economies which are at different stages of development and transition to a market economy. Various information sources will be used, including the establishment surveys carried out in the biennium 1992-93, to identify trends such as occupations which are contracting and expanding, remuneration systems which best motivate workers, the extent to which internal labour mobility is used to avoid retrenchment, and how vulnerable groups have fared. The main outputs will be policy-oriented country reports and national seminars. Labour market policy recommendations will be formulated and technical advice provided on how best to cope with privatization and enterprise restructuring. The work will be carried out in collaboration with programmes 80.2 (Labour law and labour relations) and 80.3 (Labour administration).

Evaluation and improvement of national labour market programmes for transition

60.36. Policy formulation for economies in transition requires up-to-date information on the reform process and on the operation of the labour market policies which are already in place. Governments face the following dilemmas: how to improve labour market efficiency while maintaining adequate income levels; and how to combine various types of active programme (job creation, training and mobility measures) to maximize their overall impact. This work will cover countries which are at different stages of the transition to a market economy. For two countries at an early stage of transition, missions will be undertaken to prepare comprehensive guides to policy development which will identify policy priorities and suggest programmes and related institution building measures. These country assessments will form the basis for improving the provision of policy advice and technical cooperation programmes. Comprehensive analyses will be carried out in two countries which are at a relatively advanced stage of reform with a view to evaluating the labour market policies which are already in place. Job creation programmes will also be evaluated, in collaboration with programme 60.4 (Policies and programmes for development), using surveys carried out among participants in these schemes. The output from this work will include the preparation of country policy papers containing proposals for appropriate combinations of labour market policies, the provision of advisory services, the organization of technical seminars with national policy-makers, and technical cooperation activities.

Local labour market adjustment strategies

60.37. Severe internal imbalances in many economies in transition have introduced a new form of labour market segmentation and fostered social and economic inequality. The resulting internal migration for employment, while alleviating some imbalances in the short term, may create other longer term problems. In order to cope with local labour market problems, it is necessary to decentralize policy-making and develop local adjustment strategies. In order to promote this approach, missions will be undertaken by small groups of experts from this programme, other technical major programmes and the multidisciplinary teams to two developing countries in which the economies are undergoing transition. The aim of the missions will be to demonstrate that this approach has the best chance of improving the viability and employment potential of local enterprises and the employability of the local labour force. These activities will cover a broad range of complementary issues, including: the identification of occupations for which the supply or demand for labour is in excess, retraining schemes, mobility incentives, job-creation measures, regional investment policies and collective bargaining mechanisms. This work will be carried out in close collaboration with the local authorities and employers' and workers' representatives. Reports will be prepared which analyse the situation and propose comprehensive adjustment strategies. These reports will be presented and discussed in national workshops with the relevant decision-makers. Support will also be provided for the work carried out on the same topic by the multidisciplinary team for Central and Eastern Europe.

Labour market policies and vulnerable groups

60.38. The objective of this subprogramme is increased equity and efficiency of the labour market and the protection of vulnerable groups through the adoption of appropriate labour market policies, programmes and standards. Work in the biennium 1994-95 will concentrate on the disabled and on women, as a follow-up to the 1992-93 interdepartmental project on Equality for women in employment.

Labour market inequality and opportunities for women

60.39. Discrimination based on gender is an important aspect of inefficiency and inequity in the labour market. The problem is becoming particularly serious in economies in transition, where economic restructuring and the transition from a centrally planned to a market economy tend to deepen inequalities in the labour market and greatly affect more vulnerable groups of workers, such as women workers. The impact upon women workers in economies in transition is unique, since they used to enjoy a relatively favourable position on the labour market and a high degree of integration in the economy. In-depth study and a careful search for practical solutions is necessary in order to protect and develop the position of women on the labour market in these countries. Two or three country studies will therefore be undertaken with a view to: monitoring women's position on the labour market in terms of their occupational choices and relative earnings; analysing the main obstacles to the equal treatment of women in relation to recruitment and staff reductions in public and private enterprises; conducting a detailed examination of women's treatment in internal enterprise-level labour markets, using enterprise surveys carried out in the biennium 1992-93; and developing appropriate policy options and recommendations. The provision of technical assistance and advice to member States will be based on the outcome of this work and, in part, on the results of programmes now being carried out in Central and Eastern Europe to help provide guidance to women who become unemployed or want to launch a private business. This work will help to provide an international perspective on the range of occupations usually open to women.

Labour market policies for disabled workers

60.40. Disabled persons represent a substantial proportion of the potential labour force, both in developing and industrialized countries. They often need protection, particularly in times of structural adjustment, transition to a market economy or cyclical downturns, when they run an even greater risk of becoming marginalized. Many more disabled persons could be productively employed in both developing and industrialized countries if appropriate policy measures were adopted, existing measures were effectively implemented and there was greater national awareness of the real constraints affecting the disabled. Policy advice, technical assistance and information will be provided to governments and the social partners on labour market policies which help the disabled acquire income through employment. A systematic review will be undertaken of available information on the cost-effectiveness and impact of various labour market programmes and policies promoting the employment of the disabled, such as: subsidies to employers, training, quotas, redesigning the workplace, and separate work facilities and enterprises. The outputs of this work will include guidelines on the applicability and cost-effectiveness of the various policy options in different socio-economic settings, so that policy-makers can make informed decisions. This work will be carried out in collaboration with major programme 50 (International labour standards and human rights) and programme 70.4 (Vocational rehabilitation).

60.4. Policies and programmes for development

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	26/00
GENERAL SERVICE WORK-YEARS	13/00
NON-STAFF COSTS	$1,110,593
TOTAL	**$5,229,773**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	7/06
GENERAL SERVICE WORK-YEARS	4/06
NON-STAFF COSTS	-
TOTAL, EXCLUDING TECHNICAL COOP.	**$1,240,596**
TECHNICAL COOPERATION	$41,374,000

60.41. The principal objective of this programme is to enhance the capacity of ILO constituents to formulate and implement policies and programmes for employment creation at the sectoral level and poverty alleviation at the target group level. The programme responds to the main challenges of development in the 1990s, namely: the need for sustainable growth; the need for poverty reduction to be an intrinsic aim of growth; and the fact that the most effective way of achieving this objective is to maximize the employment content of growth. These challenges have to be met within the framework of democratization and current structural adjustment programmes, under which there is a shift from a state-sponsored to a market-oriented approach to development. This work will result in:

- an increase in the ILO's capacity to provide policy advice on the promotion of employment in sectors with labour absorption potential, and assistance to member States in the design and implementation of these policies: particular emphasis will continue to be placed on the role of rural development in employment creation and income generation, the contribution of agriculture to overall growth, and the role of the farm and non-farm economies in employment creation;
- the development of methodologies for poverty monitoring and alleviation;
- an enhanced capacity of governments to design and implement policies and programmes to increase urban employment and improve the productivity of informal sector workers;
- greater capacity of member States to launch employment-intensive programmes which maximize the employment potential of investment in the rural and urban areas; and
- increased ability of governments, NGOs and the international community to devise policies and programmes targeted on women workers and other vulnerable groups, including indigenous peoples and unorganized labour, and the promotion of ILO standards relating to these groups.

This work will be undertaken in close collaboration with the multidisciplinary teams and employers' and workers' organizations, and responds to the ILO's mandate to alleviate poverty through employment creation and social protection.

Sectoral employment policies and programmes for poverty alleviation

60.42. The objective of this subprogramme is to enhance the capacity of member States to: promote sectoral employment and analyse the employment potential of specific sectors; design and implement policies for employment creation in these sectors; evaluate the policies and programmes; and adopt methodologies for the monitoring of poverty and the identification of vulnerable groups. The work of the subprogramme will build upon earlier work in these fields and will be designed to respond to increasing demand for policy advice. Employment promotion activities will be assessed from the point of view of their compatibility with the ILO's mandate to assist in the creation of productive and freely chosen employment.

Policies for employment creation in specific sectors

60.43. Structural adjustment programmes and the increasing trend towards market liberalization have brought about major changes in the role and economic potential of the various sectors, such as the rural and urban sectors, the formal and informal sectors and the farm and non-farm sectors. Sector-specific approaches to employment creation will therefore be required. Provision is made for responses to the increasing number of requests for policy advice in this area. Effective policy advice needs to be based on a comparative assessment of sectoral employment, synthesizing the experience of countries at different stages of development and restructuring. Three sectoral employment policy reports will be prepared and will summarize employment creation policies directed towards the urban (formal and informal) sector and the farm and rural non-farm sectors. These reports will be widely disseminated through their use as a basis for discussion in tripartite regional workshops. Two to three sectoral employment missions will also be undertaken upon request by member States. The workshops and missions will be funded mainly from RBTC. These activities will be linked to the work carried out on new approaches to employment planning under programme 60.2 (Employment strategies) and will be undertaken in close collaboration with the multidisciplinary teams with a view to strengthening their capacity to provide advisory services at the country level. As a result of these activities, member States will have been assisted in the identification of the sectors with the greatest potential for labour absorption and the implementation of policies and programmes for employment creation in those sectors, with the benefit of the experience of other countries.

Poverty monitoring and identification for policy formulation

60.44. The increasing number of developing countries which are restructuring their economies is creating a growing need for assistance in monitoring changes in poverty and identifying poverty groups and their characteristics, as a basis for the development of appropriate policy responses, such as safety nets and social and employment funds. Advice will be provided to ILO constituents on easily adaptable methodologies for identifying the poor and their profiles and monitoring the poverty status of various target groups. The *Compendium of Poverty* will be updated. The *Compendium* was published in 1992 and is already being used in the *World Labour Report* and has further potential for use as a standard reference source on poverty estimates. These activities will build on work carried out during the biennium 1990-91 on the identification of poverty indicators and in the biennium 1992-93 on rural and urban poverty. The work complements the review of trends in employment, unemployment and poverty planned under programme 60.2 (Employment strategies). These activities will be carried out in collaboration with the multidisciplinary teams and will contribute to the development of a set of internationally comparable statistics on poverty. As a result of this work, comparative data and simplified, timely and inexpensive methodologies for the monitoring of poverty trends and the accurate identification of poverty groups will be placed at the disposal of member States and employers' and workers' organizations.

Evaluating programmes and projects for specific sectors

60.45. Programme evaluation by headquarters is essential in order to maintain the quality of technical cooperation activities in support of sectoral employment policies. However, existing mechanisms for the evaluation of field programmes do not permit in-depth comparative analysis, nor do they create a forum for discussion of the relevance of the ILO's sectoral employment programmes with its tripartite constituents. In-depth evaluations of the impact of selected technical cooperation programmes will therefore be undertaken and guidelines for the monitoring and evaluation of programmes will be developed for use by ILO managers in the field in collaboration with the multidisciplinary teams. Technical advisory missions will be undertaken and tripartite workshops organized to report on programme evaluation findings and to develop the capacity of ILO constituents to use programme monitoring and evaluation systems. Through these activities, the ILO will have developed and applied methodologies for the evaluation and monitoring of employment programmes for specific sectors. The lessons learned will be used to improve the quality of technical cooperation and to orient policy advice so as to meet constituents' requirements and ILO objectives.

Promotion of activities for poverty alleviation

60.46. The work under the subprogramme includes the coordination of ILO activities in the field of poverty alleviation with other UN agencies. Reports will therefore be prepared on ILO activities in the rural and informal sectors for distribution to HABITAT, UNIFEM, the Sub-Committee on Nutrition and the ACC Task Force on Rural Development. These activities will result in greater complementarity and consistency in the design and implementation of activities concerning employment policies for poverty alleviation in the rural and informal sectors and better coordination with the UN system in these areas.

Employment and poverty in the urban and informal sectors

60.47. The objective of this subprogramme is to enhance the capacity of governments to formulate policies which reduce urban poverty by raising the productivity and incomes of workers and the level of employment in the informal sector, and by designing and implementing investment programmes for employment-intensive infrastructure in urban areas.

Productive employment and infrastructure development in the urban and informal sectors

60.48. The alleviation of urban poverty requires a clear understanding of why the poor are concentrated in some of the least remunerative informal activities, such as trading and services, and why they fail to benefit from programmes which support the informal sector and the development of urban infrastructure. The Director-General's Report to the Conference in June 1991 ("The dilemma of the informal sector") and the subsequent discussions in the Governing Body Committee on Employment in November 1991 recognized the need to strengthen ILO action in relation to the urban informal sector. During the biennium 1994-95, advisory services will continue to be provided to member States on the alleviation of urban poverty through employment and income generation measures in the urban informal sector. These advisory services will be closely coordinated with the work of the interdepartmental project on the Informal sector. Advisory activities will also be supported through participation in multidisciplinary missions and interregional collaboration with the UNDP, the World Bank and HABITAT with the aim of creating employment and providing social protection for the urban poor through appropriate urban infrastructure development programmes. Based on these activities, practical guidelines will be disseminated to the ILO's tripartite constituents showing how urban infrastructure investment can be channelled to alleviate urban poverty and increase productivity and social protection in the informal sector. These activities, building on past work on urban poverty, the informal sector and employment-intensive infrastructure development, will be designed to lead to the formulation of a coherent approach towards the alleviation of urban poverty in the developing world. As a result of this work, the components of an effective strategy to alleviate urban poverty through informal sector and infrastructure development will have been developed and disseminated to governments through the provision of advisory services. Moreover, the capacity of ILO constituents will have been enhanced to design and implement investment programmes for urban services and infrastructure which are both employment intensive and accessible to the poor.

Employment-intensive programme

60.49. The objective of this subprogramme is to strengthen the capacity of member States to formulate and implement policies and programmes which result in investments that maximize employment creation and income generation for the rural population. Assistance will be provided to member States for the definition of policies, the development of the necessary capacity, in both the public and private sectors, for the implementation of employment-intensive programmes, and the provision of training materials, with a view to both short- and long-term poverty alleviation and employment-intensive growth. The objective of the subprogramme is also to develop effective protection for workers and, through its participatory approach, to enhance the role of rural workers' organizations and to be a powerful vehicle for the promotion of ILO standards in the countries in which it operates. The subprogramme attracts considerable external funding. Its work relies on the full integration of the ILO's field structure with headquarters and is a major component of an integrated approach to the development of country-level employment promotion policies.

Employment-intensive policies for ILO member States and international financing agencies

60.50. Acquired experience amply demonstrates the feasibility of sustainable long-term employment-intensive programmes. With a view to promoting these programmes, guidance and advice will be provided to both member States and international financing agencies on:

- the employment impact of a shift to local resource-based programmes which eschew foreign exchange and concentrate on the development of local human resources and materials;
- policies and approaches to participatory local resource planning;
- policies for decentralization to local government bodies and target group institutions;
- the development of the private sector; and
- the improvement of working conditions, access to productive assets and social services for disadvantaged groups such as seasonal and casual workers and women.

As a result of this work, policy advice on sustainable long-term employment-intensive programmes will have been developed and provided to both member States and international financing agencies.

Capacity building and human resource development for employment-intensive programmes

60.51. Even where the appropriate policy decisions have been taken, it is necessary to provide the right environment for employment-intensive programmes and to make available the means for their implementation. With the trend towards democratization and the decentralization of government functions, it is important to provide local organizations with the capacity to define their own programmes. It is also important that an understanding of the costs and benefits of a local resource-based approach to the creation of infrastructure be gained during professional training in colleges. Moreover, training on employment-intensive programmes provides an opportunity to introduce relevant ILO standards at the field level. The most relevant ILO standards in this context are those on rural organizations, employment, forced labour, equal remuneration, freedom of association, child labour and the protection of wages. The aims of this work are to: strengthen institutions involved in employment-intensive programmes and set up systems to operationalize policies and programmes; and provide the necessary training and educational materials to target groups in both the public and private sectors. Guidance will be provided on the managerial, administrative and organizational aspects of employment-intensive programmes. Practical guidelines will be developed on small contractor development, the application of labour standards in employment-intensive programmes, contractual and procedural arrangements for project implementation and the strengthening of rural workers' organizations. Participatory approaches will be promoted with a view to extending the principle of collective bargaining to the informal sector. Technical support will be provided to donor agencies, including international financing agencies, with a view to developing their capacity to design employment-intensive programmes. Existing training materials will be disseminated and other materials developed, particularly in relation to small contractors and community organizations, while course materials on the potential of employment-intensive programmes and their implementation will be produced in collaboration with universities and institutes of higher education. Workshops and seminars related to employment-intensive programmes will also be organized. These activities will draw intensively on demonstration programmes, which will be carried out jointly with the field structure. As a result of this work, a contribution will have been made to raising the capacities of government organizations, private contractors, rural workers' organizations, decentralized institutions, educational and training institutions, and NGOs for the implementation of rural programmes for the generation of employment and the creation of assets.

Employment and organization of women and specific target groups

60.52. The objective of this subprogramme is to enhance the ability of governmental and non-governmental organizations and the international community to devise policies and to develop and implement targeted action programmes which improve employment and income opportunities for women, indigenous and tribal peoples and other vulnerable groups, and which enhance their social protection and their organizational and bargaining capacity. The principal thrust of the subprogramme will be to assist ILO constituents in developing feasible policies and programmes to combat poverty, eliminating causes of discrimination and integrating the above groups into mainstream development strategies.

Women workers in the rural and informal sectors

60.53. The specific conditions and needs of women in the rural and informal sectors, who make up the majority of women workers in the world, will be addressed within the broader framework of development strategies. Technical advisory missions will be undertaken in a number of countries in Africa, Asia and the Pacific, and Latin America, in order to advise on policy reform and design feasible and viable poverty alleviation and employment promotion programmes. Pilot projects, based on an analysis of the employment patterns of women producers in the rural and informal sectors, will be designed and backstopped. This work will be supported by follow-up activities, including the organization of policy workshops and the evaluation of programmes. Organizations of women in the rural and informal sectors will be promoted and assisted through activities such as legal and paralegal training, with a view to strengthening their bargaining capability in conformity with ILO standards on equality and rural organizations. Policy guidance, evaluation reports and comparative analyses of programmes in the above areas will be prepared and disseminated, and contributions will be made to inter-agency programming and consultations, and to policy formulation at the international level, including through the International Forum on Equality for Women in a Changing World, organized under major programme 140 (Interdepartmental projects), and the UN World Conference on Women. As a result of these activities, ILO constituents, including grass-root organizations, will have an enhanced capacity to design and implement mainstream policies and programmes aimed at: providing productive employment to women engaged in rural and informal sector activities; raising their productivity and income; and strengthening their organizational and bargaining capabilities.

Economic reform, privatization and women's employment

60.54. The economic reforms, structural adjustment policies and export-oriented strategies which will continue to be implemented in many developing countries will affect the employment and livelihood of women as a result of: the diminishing share of the public sector as a major employer of women in the formal sector; the impact of price changes on women producers and their access to resources, such as land and credit; the negative impact of cuts in public expenditure for human resource development and social welfare; and the growth of new forms of casual and insecure employment, such as home-based piece-rate work, which have mainly attracted women. Methodologies will be developed to assess the impact of economic reforms, and technical advisory missions will be undertaken to provide advice on policies and programmes of safety nets for the short term and on the elimination of discrimination and the promotion of productive employment in the long term. The employment and working conditions of home-based workers in Asia and the Pacific and Latin America will continue to be analysed and documented. A platform for tripartite dialogue on appropriate policies and programmes will be provided at the national level, and pilot schemes of employment promotion, social protection and organization building activities will be designed at the grassroots level. The impact of various reforms on women workers will be analysed and recommendations will be made on policy reforms and programmes for the enhancement of productive employment. The work will result in the specific concerns of women being integrated into the reform process and in the adoption of innovative action programmes combining social protection, organization-building and enhanced productivity. Governmental and non-governmental organizations in a number of countries implementing economic reforms, export-oriented strategies and privatization programmes will have gained an enhanced ability to assess and monitor the impact of those reforms on women's employment and to design policies and programmes for the elimination of discrimination and the improvement of productive employment opportunities.

Promotion of indigenous and tribal peoples' rights

60.55. The total world population of indigenous and tribal peoples is about 300 million, most of whom are concentrated in rural areas. They are among the poorest, least protected and most vulnerable groups in society. The ILO is the only agency which has adopted specific standards on these peoples and developed an integrated approach combining the promotion of indigenous peoples' rights with their social and economic advancement. Work will focus on the promotion of the Indigenous and Tribal Peoples Convention, 1989 (No. 169), in two countries in Latin America and Asia and the Pacific and will include the preparation of national surveys documenting the living and working conditions of indigenous and tribal peoples, and national workshops bringing together policy-makers, leaders of indigenous and tribal peoples, workers' organizations and other relevant social actors. A comparative analysis will be undertaken of the effects of Convention No. 169 in a number of countries which have ratified it. This will be followed up by policy advisory missions to those countries to assist in the implementation of this Convention. Inter-agency cooperation will also be strengthened to follow up on the conclusions of the 1993 International Year for the World's Indigenous People. Two inter-agency technical consultations will be held and contributions will be made to the preparation of a UN-system handbook on development programmes targeting indigenous and tribal peoples. Study tours and pilot training programmes for the representatives of indigenous and tribal peoples' organizations will be launched in two countries, with the objective of enhancing their employment and income-earning opportunities and their organizational and bargaining capacities. As a result of these activities, the capacity of ILO constituents and the UN system will have been enhanced to design and implement, with the full participation of indigenous and tribal peoples, national policies and strategies addressing the severe problems of poverty and discrimination affecting them.

Rural workers and their organizations: Promotion of Convention No. 141

60.56. The Rural Workers' Organizations Convention, 1975 (No. 141), promotes freedom of association for all categories of rural workers and an enhanced role of these workers in national development. It is also an important instrument for the extension of social protection to the most vulnerable workers. National tripartite workshops, including representatives of various groups of farmers, tenant-farmers, casual labourers and NGOs, will be organized to: assess the effects of Convention No. 141 on the various categories of rural workers and on their role in the development of rural areas; analyse the principal obstacles to the adequate implementation of this Convention; and define the areas and types of technical assistance most suited to overcoming these problems. These activities will complement the work carried out under programmes 65.3 (Cooperatives) and 230.2 (Workers' education) by focusing on the Convention in the context of overall socio-economic development. A special effort will be made to ensure that representatives of the various categories of rural unorganized workers participate in the workshops. Follow-up advisory missions will be undertaken in collaboration with major programme 50 (International labour standards and human rights) and the multidisciplinary teams, to promote and strengthen rural workers' organizations and enhance their bargaining power and role in national development. Through these missions, the experience which has been acquired will reach a wider range of constituents. The cost of workshops and follow-up activities will be largely covered by RBTC funds. As a result of these activities, ILO constituents in selected countries in Africa and Asia and the Pacific which have ratified Convention No. 141 will have an improved capacity to promote and strengthen organizations of rural workers and enhance their involvement in national-decision making processes.

Bonded labour: Promotion and updating of Convention No. 29

60.57. It has been estimated that 100 million persons, including children, are the victims of forced labour. Most of these people work under conditions which are very close to slavery. The most prevalent forms of forced, or slave labour are debt bondage and bondage on grounds of race or sex discrimination. Despite international measures, such as the League of Nations' Slavery Convention of 1926, the 1948 Universal Declaration of Human Rights, the ILO Forced Labour Convention, 1930 (No. 29), and the Abolition of Forced Labour Convention, 1957 (No. 105), millions of men, women and children continue to be subject to bonded labour practices. This work will support the activities of various organizations, NGOs and groups which are very active in the fight against bonded labour and may pave the way for a proposal to update ILO Convention No. 29, which was adopted over 60 years ago. A review will be undertaken, based on available material, of the magnitude and conditions of bonded labour in Asia and the Pacific, Africa and Latin America. The review will concentrate on the major causes of bondage, such as discrimination and debt bondage, and the innovative approaches which can be adopted to combat it. Tripartite workshops will be organized in selected countries of Africa, Asia and the Pacific and Latin America, to assess and promote the implementation of Convention No. 29 and to emphasize its importance in relation to the objectives of democratic development. These workshops will also serve to identify the types of technical cooperation which are required to improve the situation of bonded labourers and eliminate the practice of bonded labour. As a result of these activities, the ILO's capacity to provide assistance to governments, workers' organizations and NGOs in the combat against bonded labour will be enhanced. This work will also provide a basis for examining the possibility of updating Convention No. 29. The work will be carried out in close collaboration with major programmes 50 (International labour standards and human rights), 225 (Employers' activities) and 230 (Workers' activities).

Technical cooperation

60.58. RBTC resources play an important role in promoting ILO activities and attracting external resources. The use of the RBTC provision of $726,000 will be reoriented to ensure that policy advisory services and technical cooperation activities respond more effectively to the needs of the ILO's constituents and follow Office guidelines and priorities. The priorities in the use of these resources will be to: develop an integrated approach to employment-based poverty alleviation which brings vulnerable groups, in particular, women, indigenous peoples, and bonded and casual labour into the mainstream of development; promote and support the implementation of the ILO standards which are most relevant to rural and urban workers; strengthen workers' and employers' organizations at the sectoral and target group levels; and develop a coherent programme for employment and poverty alleviation at the country level through closer coordination between headquarters and the multidisciplinary teams.

60.59. Approximately $41.4 million in extra-budgetary resources is expected to become available for technical cooperation under this programme. At the end of 1992, some 160 projects funded by UNDP, the World Bank, regional banks and multi-bilateral donors were operational in 35 countries. The principal objective of these projects is to provide policy options and demonstrate the feasibility of various approaches to employment promotion and poverty alleviation. This will be achieved through the implementation of the following types of pilot schemes: employment-intensive schemes in rural and urban areas; upgrading of the informal sector; the promotion of women's employment; and the protection of indigenous peoples. The central criteria in the choice of these projects are that they should target vulnerable groups, influence policy decisions and promote ILO standards.

60.5. Migration and population

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	7/00
GENERAL SERVICE WORK-YEARS	3/09
NON-STAFF COSTS	$228,631
TOTAL	**$1,355,098**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	2/04
GENERAL SERVICE WORK-YEARS	5/10
NON-STAFF COSTS	$74,828
TOTAL, EXCLUDING TECHNICAL COOP.	**$770,362**
TECHNICAL COOPERATION	$21,450,000

60.60. This programme deals with the issues of: population growth and policies; and international migration for employment and the protection of migrant workers. The two subjects are interrelated. Rapid population growth in poor countries gives rise to pressure for migration towards rich countries, while countries which are short of labour have recourse to workers from countries having an abundance of labour. Through the provision of advice and assistance on these questions, the overall objective of the programme is to enhance the capacity of governments to alleviate poverty, achieve employment-intensive growth and apply international labour standards. In relation to population-related activities, this objective will be met by the integration of demographic factors into government policies and by enabling employers' and workers' organizations and cooperatives to benefit from international expertise and funds designed to reduce the excess supply of labour resulting from rapid population growth and an insufficient availability of employment opportunities. As regards the activities relating to international migration for employment, the aim is to provide support to sending and receiving countries in order to help them deal with current priority concerns, cooperate in the recruitment and return of migrant workers and improve the protection of migrant workers and the members of their families. The ILO will act as both a forum for reflection and a provider of policy advice to both emigration and immigration countries, and in so doing will lay the basis for improved and more equitable migration policies and a deeper partnership between governments and the social partners on these issues.

Labour and population

60.61. The objective of this subprogramme is that ILO constituents will be better equipped to mitigate the negative consequences of rapid population growth and unbalanced population distribution on employment promotion and poverty alleviation. Countries facing these problems will be advised on how to take account of demographic factors in their economic and social plans and policies. Assistance will be provided to employers' organizations, trade unions and cooperatives which are concerned about the adverse effects of large families on workers' welfare. The aim will be to help them carry out population and workers' welfare education programmes at the workplace designed to counter the effects of large family size on absenteeism, productivity and the employment prospects of women. Countries which are experiencing high urban growth, with the attendant prevalence of slums, unemployment and poverty, will be helped to formulate and implement cost-effective policies to slow down or deflect migration away from overpopulated urban centres.

60.62. The staff resources of this subprogramme will consist of up to eight UNFPA-funded Geneva-based specialists and 16 ILO regional advisers in Africa, the Arab region, Asia and the Pacific, and Latin America. The staff will provide technical support to countries and will backstop numerous ILO projects at the country level. The Geneva-based specialists will also augment the Office's knowledge of employment-related population issues and, in turn, will feed ILO concerns and standards into UNFPA-funded field activities. The operational work, which will consist essentially of information and education activities, will be undertaken through governments, employers' and workers' organizations and local employers and cooperatives. These activities will be undertaken in collaboration with major programmes 225 (Employers' activities) and 230 (Workers' activities) and programme 65.3 (Cooperatives). Courses on workers' welfare will be organized in collaboration with the Turin Centre. The main focus of the subprogramme will be on technical advisory services, in which emphasis will be placed on promoting ILO standards, and particularly the Equal Remuneration Convention, 1951 (No. 100), the Maternity Protection Convention (Revised), 1952 (No. 103), the Discrimination (Employment and Occupation) Convention, 1958 (No. 111), the Employment

Policy Convention, 1964 (No. 122), the Minimum Age Convention, 1973 (No. 138), and the Workers with Family Responsibilities Convention, 1981 (No. 156).

Migration for employment

60.63. The objective of this subprogramme is to improve the capacity of member States and ILO constituents to develop and implement employment and income-generating policies and programmes to cope with increasing flows of documented and undocumented migrant workers who are leaving and returning to their countries of origin and with problems related to their treatment in their countries of employment. These issues are expected to be the object of growing concern during the biennium 1994-95. Work will focus on three main topics:

- the possibility of using international aid to accelerate the generation of employment and incomes in emigration countries, with a view to providing potential migrant workers with alternatives to the need to leave their country of origin: studies will be undertaken and interactive meetings organized to this effect;
- the provision of advice and assistance to developing countries and those undergoing transition to a market economy which wish to benefit to a greater extent from employment opportunities on the international labour market; and
- improving the protection of both lawful and clandestine migrant workers.

60.64. The work of this subprogramme and of the interdepartmental project on Migrant workers have been designed to be mutually complementary and supportive. The aim of the interdepartmental project in relation to the protection of migrant workers is to bring countries closer to the level of ratification of the relevant ILO Conventions, while the aim of the subprogramme is primarily to enhance cooperation between countries, educate trade union officials and provide training for equal treatment. As regards national capacity building, the aim of the interdepartmental project is to examine the shortcomings of existing migration services, while the objective of this subprogramme is to respond to countries' requests for advice and technical cooperation.

Reducing the need for emigration

60.65. The concept of "taking the work to the workers", with a view to satisfying the needs of potential migrant workers and arriving at a more equitable international distribution of employment opportunities, has been espoused by both industrialized and developing countries for nearly 30 years. The concept was incorporated into the Employment Policy (Supplementary Provisions) Recommendation, 1984 (No. 169). However, little progress has been made. With a view to targeting aid on the reduction of emigration pressure, work to facilitate the partnership between donors and emigration countries will be continued as a follow-up to the meeting held in 1992 on international aid as a means to reduce the need for emigration, which was convened jointly with the UNHCR. Country case-studies will be carried out and strategic workshops organized with a view to continuing the Office's activities in this context. Research findings and policy advice will be provided on how to assist employment creation and on the interlinkages between migration and employment, education and social policies. This work will be carried out in collaboration with programmes 60.2 (Employment strategies) and 60.4 (Policies and programmes for development), as well as with the multidisciplinary teams. Workshops will also be organized by the Turin Centre. During the biennium 1994-95, the issue of alternatives to emigration will be addressed in one or two African countries, a Central or Eastern European country and/or a South-East Asian country.

Building up emigration countries' capacities

60.66. Access to the international labour market is becoming increasingly difficult and selective for the nationals of many developing countries and of countries undergoing transition to a market economy. Most emigration countries and their nationals are ill-equipped to secure durable access to employment opportunities in African, Asian and Pacific, and European countries where there are openings for migrant workers. The countries lack a coherent emigration and return policy which extends as far upstream as the education and training system, or as far downstream as the productive use of remittances by individual households and the promotion of entrepreneurship upon return. They lack institutions, personnel and expertise in the fields of market development, the drawing up of bilateral migration or social security agreements, the supervision of recruitment and the protection of their workers abroad, including in the event of man-made or natural disasters. Drawing on the ILO's accumulated experience, technical support services designed to build capacity in the above fields will be provided upon request in collaboration with major programme 110 (Social security), programme 80.3 (Labour administration), and the multidisciplinary teams.

Protection of migrant workers

60.67. The promotion of ILO standards concerning migrant workers is a feature of all the activities covered by the subprogramme and the interdepartmental project on Migrant workers. However, this work will concentrate on three priority fields of protection. In the first place, a number of migratory movements between developing countries are beset by abusive treatment and the expulsion of migrant workers, which are not in keeping with respect for human dignity. As a necessary first step towards protection of the workers in question, representatives of governments, employers and workers from the two ends of the migration chain will be brought together under the auspices of the ILO to consider potential remedies. During the biennium 1994-95, an exchange of views of this type will be promoted in Central and

Western Africa. Secondly, the trade unions in emigration countries are increasingly eager to learn how to extend solidarity to nationals abroad. Activities will therefore be undertaken to familiarize trade union officials with national policies, the bilateral agreements concluded between governments and social security mechanisms, including workers' welfare funds. This work will be carried out in collaboration with programme 230.2 (Workers' education). Finally, in industrialized immigration countries, access to employment is vital for the successful integration of migrant workers. Although their skills and training are important, access is also dependent on the attitudes shown by national labour exchange officials, personnel and line managers, shop stewards and colleagues. Manuals and teaching materials on migrant workers and discrimination will be prepared. An evaluation will be made of training courses and materials on discrimination which are designed for civil servants, managers and trade union officials. An overall synthesis will be made of the results of this work. Extra-budgetary resources will continue to be sought in support of these activities.

Technical cooperation

60.68. UNFPA funding of approximately $18 million is expected to be available during the biennium 1994-95 under the Labour and population subprogramme, especially for projects on the welfare of migrant workers and their families. Nearly all of these are country projects, an increasing portion of which will be carried out through national execution. ILO advisers, who form part of the UNFPA-financed teams, will be responsible for the technical backstopping of country projects. Headquarters personnel will provide direct assistance to governments and employers' and workers' organizations and will support the regional advisers. Extra-budgetary resources of $3.5 million are expected to become available during the biennium 1994-95 under the Migration for employment subprogramme to finance national or regional technical cooperation projects. These projects will be designed to improve the protection of migrant workers and assist countries to cope better with the difficulties resulting from the emigration and return of migrant workers, as well as problems related to refugee settlements or repatriation. RBTC resources of $94,000 will be used for a variety of activities, including workers' education courses on the protection of migrant workers and the organization of workshops designed to reduce the need for emigration.

Major Programme 60. Employment and Development

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
60.1. DEPARTMENTAL MANAGEMENT										
PROGRAMME MANAGEMENT AND SUPPORT	6/00	3/04	1,031,696	113,736	1,145,432	-	2/00	139,656	22,481	162,137
1994-95 TOTALS	**6/00**	**3/04**	**1,031,696**	**113,736**	**1,145,432**	-	**2/00**	**139,656**	**22,481**	**162,137**
1992-93 TOTALS	**6/00**	**4/00**	**1,078,248**	**87,720**	**1,165,968**	**2/00**	**1/08**	**363,412**	**14,116**	**377,528**
60.2. EMPLOYMENT STRATEGIES										
ECONOMIC REFORM, GROWTH AND POVERTY ALLEVIATION	6/01	-	751,389	43,000	794,389	-	-	-	-	-
EMPLOYMENT PLANNING AND RESTRUCTURING	5/11	-	730,803	58,000	788,803	-	-	-	-	-
EMPLOYMENT TRENDS AND POLICY ISSUES	3/00	-	370,548	28,776	399,324	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	-	-	-	-	-	5,928,000	5,928,000
PROGRAMME MANAGEMENT AND SUPPORT	1/00	9/09	804,339	193,483	997,822	1/00	2/06	298,086	-	298,086
1994-95 TOTALS	**16/00**	**9/09**	**2,657,079**	**323,259**	**2,980,338**	**1/00**	**2/06**	**298,086**	**5,928,000**	**6,226,086**
1992-93 TOTALS	**17/00**	**10/00**	**2,798,052**	**273,875**	**3,071,927**	**3/03**	**3/00**	**610,911**	**15,302,000**	**15,912,911**

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
60.3. ACTIVE LABOUR MARKET POLICIES										
LABOUR MARKET INFORMATION AND POLICIES, AND SOCIAL PROTECTION	5/06	-	679,338	51,018	730,356	-	-	-	-	-
LABOUR MARKETS IN TRANSITION	5/00	-	617,580	55,000	672,580	-	-	-	-	-
LABOUR MARKET POLICIES AND VULNERABLE GROUPS	2/00	-	247,032	28,000	275,032	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	-	-	-	-	-	4,543,000	4,543,000
PROGRAMME MANAGEMENT AND SUPPORT	1/00	7/10	670,502	155,861	826,363	0/10	0/08	149,482	-	149,482
1994-95 TOTALS	**13/06**	**7/10**	**2,214,452**	**289,879**	**2,504,331**	**0/10**	**0/08**	**149,482**	**4,543,000**	**4,692,482**
1992-93 TOTALS	**14/01**	**7/10**	**2,286,503**	**240,957**	**2,527,460**	**2/07**	**1/06**	**423,825**	**10,201,000**	**10,624,825**
60.4. POLICIES AND PROGRAMMES FOR DEVELOPMENT										
SECTORAL EMPLOYMENT POLICIES AND PROGRAMMES FOR POVERTY ALLEVIATION	6/09	-	833,733	47,808	881,541	-	-	-	-	-
EMPLOYMENT AND POVERTY IN THE URBAN AND INFORMAL SECTORS	1/03	-	154,395	20,936	175,331	-	-	-	-	-
THE EMPLOYMENT-INTENSIVE PROGRAMME (EIP)	11/06	-	1,420,434	15,000	1,435,434	-	-	-	-	-
EMPLOYMENT AND ORGANIZATION OF WOMEN AND SPECIFIC TARGET GROUPS	5/06	-	679,338	42,872	722,210	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	726,000	726,000	-	-	-	41,374,000	41,374,000
PROGRAMME MANAGEMENT AND SUPPORT	1/00	13/00	1,031,280	257,977	1,289,257	7/06	4/06	1,240,596	-	1,240,596
1994-95 TOTALS	**26/00**	**13/00**	**4,119,180**	**1,110,593**	**5,229,773**	**7/06**	**4/06**	**1,240,596**	**41,374,000**	**42,614,596**
1992-93 TOTALS	**29/09**	**14/00**	**4,652,193**	**1,098,348**	**5,750,541**	**16/02**	**7/08**	**2,532,190**	**51,620,000**	**54,152,190**
60.5. MIGRATION AND POPULATION										
LABOUR AND POPULATION	-	-	-	-	-	2/00	5/00	596,172	74,828	671,000
MIGRATION FOR EMPLOYMENT	6/00	-	741,096	59,388	800,484	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	94,000	94,000	-	-	-	21,450,000	21,450,000
PROGRAMME MANAGEMENT AND SUPPORT	1/00	3/09	385,371	75,243	460,614	0/04	0/10	99,362	-	99,362
1994-95 TOTALS	**7/00**	**3/09**	**1,126,467**	**228,631**	**1,355,098**	**2/04**	**5/10**	**695,534**	**21,524,828**	**22,220,362**
1992-93 TOTALS	**6/06**	**2/08**	**989,062**	**220,685**	**1,209,747**	**10/08**	**12/11**	**2,219,449**	**25,218,976**	**27,438,425**

Major Programme 65. Enterprise and Cooperative Development

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFESSIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
65.10	DEPARTMENTAL MANAGEMENT	3/00	4/00	707,700	30,000	737,700
65.20	ENTREPRENEURSHIP AND MANAGEMENT DEVELOPMENT	19/00	14/00	3,324,396	685,000	4,009,396
65.30	COOPERATIVES	8/04	6/00	1,448,268	386,516	1,834,784
1994-95	**TOTALS**					
	REGULAR BUDGET	30/04	24/00	5,480,364	1,101,516	6,581,880
	OTHER SOURCES	15/00	8/00	2,411,364	64,935,938	67,347,302
1992-93	**TOTALS**					
	REGULAR BUDGET	33/04	21/03	5,658,885	1,173,315	6,832,200
	OTHER SOURCES	23/00	16/07	3,998,849	75,829,473	79,828,322

65.1. The overall objective of this major programme is to strengthen the capacity of constituents to design, promote and implement policies and programmes with a view to encouraging entrepreneurship and the development of enterprises and cooperatives in the formal and informal sectors, in both rural and urban areas.

65.2. Within the framework of this overall objective, the activities carried out under the major programme will:

a) assist member States, through the promotion of policies and programmes which encourage entrepreneurship and the development of private enterprises and cooperatives, to adjust to structural change, create productive and sustainable employment opportunities and achieve equitable economic development;

b) develop managerial resources at different levels and in various sectors of the economy with a view to improving the efficiency and the social performance of enterprises in an environment characterized by rapid change;

c) assist in the design and implementation of programmes, and the creation and strengthening of institutions which provide entrepreneurs and managers with the training, advice, counselling, information, and financial and other support necessary for the development of small and medium-sized enterprises, including micro-enterprises in the informal sector, handicrafts, cottage industries and cooperatives;

d) provide assistance in the formulation and implementation of policies and programmes designed to: mobilize local skills, capital and human resources; create productive employment opportunities, including self-employment; and increase opportunities for business initiatives by individuals and groups;

e) help private, cooperative and public enterprises in member States to increase their productivity by developing and applying more effective production, quality improvement and management techniques; and

f) promote the development of cooperatives and similar economic self-help organizations of small producers, consumers, workers and self-employed persons in the informal sector, based on the participation of their membership in the management of these associations and economic undertakings in a manner that is efficient and in keeping with democratic processes.

65.3. The work of the major programme will be guided by general ILO policies, international labour standards concerning fundamental human rights and the resolutions adopted in recent years by the International Labour Conference concerning: the contribution of the ILO to the training and retraining of managers in both private and public undertakings as well as the encouragement of the spirit of entrepreneurship especially in developing countries (1981); the contribution of the ILO to production and productivity improvement (1984); the promotion of small and medium-sized enterprises (1986); self-employment promotion (1990); and the role of enterprises in employment growth and the creation of full, productive and freely chosen employment (1992). It will also be guided by the Cooperatives (Developing Countries) Recommendation, 1966 (No. 127), the resolutions and conclusions of industrial committees and other relevant texts.

65.4. The scope of the activities of the major programme will include enterprises in all sectors and branches of the economy and will be designed to benefit entrepreneurs, managers, producers and workers in large, medium, small, micro- and informal sector enterprises and cooperatives. Cross-sectoral issues, including environmental concerns, women in development and equality of opportunity and treatment, will be taken fully into account in the implementation of the programme of activities. Special care will be taken to ensure that enterprises and initiatives supported by this major programme promote the creation of employment which responds to the relevant international labour standards.

65.5. One of the principal aims of the major programme is to improve managerial capacity in a context of rapidly changing economic conditions. Activities will be designed, in particular, to assist member States and the ILO's tripartite constituents to deal more effectively with the impact of structural adjustment policies and the transition from centrally planned to market economies. In order to provide sound policy advice on the role of enterprises in the context of economic restructuring and privatization, examinations will be carried out of: successful management systems and their transferability to different organizational cultures; the impact of internal management consultancy on enterprise performance; and the potential of medium-sized enterprises for growth and employment generation. Emphasis will be placed on productivity improvement programmes and strategies will be developed to enhance the performance and sustainability of management development institutes.

65.6. The number of requests received from ILO constituents for assistance in the creation of small and micro-enterprises and the promotion of self-employment is growing. The creation of small enterprises, including cooperatives (which are almost indispensable in the agricultural sector), is often the most effective means of achieving the privatization and decentralization of economic activity. Governmental and non-governmental institutions in many countries are therefore establishing support structures and programmes for small enterprises in order to enable them to come to terms with the disruptive results of economic restructuring. Special emphasis will consequently be placed on activities to develop small enterprises and entrepreneurship. Guidelines will be developed to assist entrepreneurs adopt innovative approaches to small enterprise development, and policy advice will be provided on information transfer mechanisms for the strengthening of small enterprises. Direct support services, in the form of common facility centres, cooperative ventures and financial delivery systems, will be promoted through the provision of advice and technical cooperation activities, in which special attention will be paid to women workers and migrants.

65.7. The informal sector employs an increasing number of people in many countries. As defined by the International Labour Conference and the Governing Body, the ILO's objective is to integrate this sector gradually into the structured economy. In cooperation with the interdepartmental project on the informal sector, emphasis will therefore be placed on further expanding technical advisory services and extra-budgetary project activities aimed at increasing the employment-generation capacity and productivity of the informal sector. These activities will also be designed to promote community-based enterprises, support cooperative and associative self-help institutions, and identify development strategies for the informal sector in economies in transition. Since the lack of financial resources for credit and investment is one of the main barriers to the upgrading of informal sector enterprises, work will also focus on financial delivery systems for small and micro-enterprises.

65.8. The priority of the Cooperatives programme is to support independent cooperative movements composed of efficient and democratically managed cooperative societies which contribute to self-employment, income generation, human resources development and social progress. Advisory services will be provided to assist in the reform of cooperative legislation and to promote human resources development through training and educational programmes.

65.9. The activities of the major programme have a strong operational focus. Advisory services and technical cooperation projects will continue to be its principal means of action, backed up by action-oriented studies, analysis, and the collection and dissemination of information. The operational work of the major programme will include: management development programmes; assistance in establishing and operating different types of enterprises, including group-owned and group-managed small enterprises; the application and use of appropriate technologies; and the provision of support to self-help organizations. Assistance will be provided to institutions which provide efficient and cost-effective training, development, consultancy and advisory services, and networks will be developed to enhance cooperation and the exchange of experience between institutions in different countries and regions. These activities call for new approaches, close cohesion of the different means of action available to the ILO and the establishment of closer relations between the field and headquarters through effective monitoring systems and improved communications. They also call for improved collaboration with other major programmes and the interdepartmental projects. Employers' and workers' organizations will be closely associated in the preparation and implementation of the various activities of this major programme.

65.10. The resources to be made available for most of the technical major programmes are somewhat lower in real terms than in the biennium 1992-93, for reasons explained in the Introduction. For this major programme the decrease amounts to some $250,000. RBTC resources amounting to $535,000 will be made available, an increase of $50,400 above the level in the biennium 1992-93. In addition, approximately $2.5 million in Programme support income will be assigned to the major programme, which is expected to deliver some $65 million in technical cooperation projects in the course of the biennium.

65.1. Departmental management

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	3/00
GENERAL SERVICE WORK-YEARS	4/00
NON-STAFF COSTS	$30,000
TOTAL	**$737,700**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	-
GENERAL SERVICE WORK-YEARS	-
NON-STAFF COSTS	$8,938
TOTAL, EXCLUDING TECHNICAL COOP.	**$8,938**
TECHNICAL COOPERATION	-

65.11. Provision is made under this programme for the planning, coordination and supervision of the activities carried out under the major programme. Particular emphasis will be placed on programme evaluation and control, as well as on the coordination of interdepartmental activities and relations with the multidisciplinary advisory teams and field offices. The programme is also responsible for coordinating advisory services and technical cooperation activities, including TSS1 (technical support at the programme level) missions. The resources shown cover the director of the department, 1/00 Professional work-year for a senior programming and coordination officer, administrative and secretarial support staff, mission credits, external collaboration and equipment.

65.2. Entrepreneurship and management development

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	19/00
GENERAL SERVICE WORK-YEARS	14/00
NON-STAFF COSTS	$685,000
TOTAL	**$4,009,396**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	8/00
GENERAL SERVICE WORK-YEARS	6/00
NON-STAFF COSTS	$25,000
TOTAL, EXCLUDING TECHNICAL COOP.	**$1,432,096**
TECHNICAL COOPERATION	$31,770,000

65.12. The objective of this programme is to promote entrepreneurship and competent management in order to contribute to the creation and development of enterprises as an essential ingredient of economic and social development. More specifically, the aim of the programme is to assist member States to: promote effective management practices and productivity increases within the framework of structural adjustment policies and national development strategies; define and implement effective policies for the development of entrepreneurship; develop and apply improved production and management techniques in small and medium-sized enterprises; upgrade productive employment in the informal sector and facilitate its integration into the structured economy; and promote a safe and healthy working environment based on international labour standards. Emphasis will be placed on helping to facilitate processes of economic transition and privatization.

65.13. These objectives will be met principally through the provision of technical advisory services and through participation in meetings and programming missions, such as those organized by UNDP under TSS1 arrangements. Technical support will also be given to the multidisciplinary advisory teams through the provision of information and guidance on the design, content and implementation of advisory services.

Improving enterprise and managerial performance

65.14. The objective of this subprogramme is to improve the performance of enterprises and managers by increasing the productivity of human, material and financial resources. Emphasis will be placed on helping managers to cope with rapidly changing business and social environments, particularly in the context of privatization. Activities will also be undertaken to increase the impact of national management development programmes as a contribution to improving the economic and social conditions of member States.

Privatization

65.15. Advisory services will be provided, training activities organized and information disseminated concerning enterprise restructuring in the context of privatization. A consolidated ILO approach to these issues will be developed in cooperation with other technical and regional major programmes, taking due account of the resolution concerning structural adjustment, industrial relations and economic and social development adopted by the Conference in 1991. Special attention will be paid to the problems of medium-sized enterprises, which combine some of the flexibility of small enterprises with some of the economies of scale associated with large-scale enterprises. In order to realize their potential, these enterprises need an appropriate policy environment and institutional mechanisms, particularly since they are often created as a result of the process of reforming and privatizing large parastatal and government enterprises. Management consultancy is recognized as being an efficient instrument for the revitalization and reform of enterprises and for the dissemination of information on ways of achieving high performance in management. The advisory services and training activities undertaken at the national level will aim to incorporate the flexibility, market orientation and innovation in management development which are required to meet the challenges posed by structural and technological changes. Particular stress will be placed in these activities on the need for internal (in-company) management consulting, which is especially important in countries where external consultancy services are expensive, often unavailable and frequently inappropriate to local needs.

Managing productivity improvement

65.16. Productivity improvement makes an important contribution to economic growth and income generation, and has a significant impact on job security, the improvement of working conditions and international competitiveness. In consultation with major programmes 225 (Employers' activities), 230 (Workers' activities) and 90 (Working conditions and environment), and programme 80.2 (Labour law and labour relations), activities will be undertaken to assist governmental and non-governmental organizations to coordinate their productivity promotion efforts. In particular, work will be carried out to strengthen the capacity of local management development institutions (MDIs) and information will be disseminated on successful experiences which can be replicated elsewhere. Experience has shown that many MDIs are fragile and often cease to operate once assistance from donor agencies is phased out. Strategies will therefore be developed to enable MDIs to improve their performance on a sustained basis and play their proper role in the development process. This work will be carried out in collaboration with the World Bank's Economic Development Institute. In order to strengthen MDI training activities, management practices which have led to improved productivity in under-performing enterprises will be identified and guidelines will be prepared to encourage the replication of these practices in enterprises in developing countries. This information will be used in training activities, advisory services and in support of technical cooperation activities.

Entrepreneurship, small enterprise and informal sector development

65.17. The objectives of this subprogramme are to develop entrepreneurship in small enterprises and to upgrade the informal sector. In order to meet these objectives, the activities covered by the subprogramme will aim to: increase the productivity and competitiveness of small enterprises, as well as improving their working conditions; develop financial delivery systems for small enterprise development; promote the integration of the informal sector into the structured economy; and improve the income-earning potential of women, returning migrants and self-help and community-based enterprises. The participation in this process of employers' and workers' organizations and of local authorities will be encouraged.

Entrepreneurship and small enterprise development

65.18. Assistance in the creation of productive and sustainable employment opportunities is frequently requested by ILO constituents in a wide range of member States. These requests stem from the need to reduce the impact of structural adjustment policies on vulnerable groups, facilitate economic transition, alleviate poverty through the creation of employment and promote the formation of enterprises. A comprehensive review will be carried out of how appropriate policies and programmes can be developed and implemented. Information will be disseminated through the provision of advisory services and reference materials will be prepared for constituents which are implementing their own programmes. The possibility of adopting the concept of local industrial activities zones with tripartite participation will be examined. Community-based approaches will be developed for the promotion of self-employment and the establishment of small enterprise development schemes in depressed rural and urban areas. An assessment will be carried out of means which can be adopted to absorb returning migrants and demobilized military personnel who are seeking employment, and methods will be identified for the integration of disabled persons into self-employment and small enterprise schemes. Guidelines will be produced to assist in the privatization and decentralization of advisory and information services for small enterprises. Moreover, information will be collected and disseminated on successful programmes which have been carried out in this field by the ILO in recent years. These activities will be undertaken in cooperation with the Turin Centre (major programme 75), the International Institute for Labour Studies (major programme 130) and major programmes 60 (Employment and development), 70 (Training) and 100 (Sectoral activities).

Financial delivery systems for enterprise development

65.19. Improving access to credit is a major factor in promoting the creation of small enterprises. The ILO's capacity will therefore be strengthened for the provision of advisory services concerning the financial intermediaries which serve small enterprises, including cooperatives and micro-enterprises in the informal sector. These financial intermediaries include credit and mutual guarantee schemes, savings and loans associations, NGOs and self-help organizations. Analytical work will be undertaken to identify the policy and regulatory measures which are necessary to stimulate the establishment and sustained development of such intermediaries. At the same time, advisory services will be provided to employers' organizations, including associations of micro-enterprises and their financial partners. Workshops will be organized to disseminate the results of this work. These activities, which are also known as "banking services for the poor", will use ILO resources to reinforce the work undertaken with extra-budgetary resources over the past few years. This work should continue to generate strong interest among donors and beneficiaries.

Informal sector development

65.20. The informal sector is now recognized as a potential contributor to economic development, employment generation and poverty alleviation. However, in order to realize the potential of the sector, innovative approaches need to be adopted in the provision of information, direct support services, and assistance for the selection, adaptation and transfer of suitable technologies. When coupled with an appropriate policy environment, these approaches may help to achieve a gradual integration of the informal sector into the structured economy.

65.21. The informal sector faces great difficulties in acquiring and applying technology, without which enterprises cannot grow and their overall employment-generation capacity is greatly reduced. Recent investigations indicate that inadequate market mechanisms in the capital goods sector inhibit the development and production of new or improved tools and equipment, and the provision of the necessary repair and maintenance services. Based on the findings of field studies carried out over the past few years, methods will be identified of inducing the private sector to respond to the technological needs of the informal sector. Work will focus on a selected number of subsectors, including food processing, building materials for low-cost housing, textiles, and the production of tools for the agricultural sector and craftwork enterprises. Technical advisory services will be provided on the promotion of private sector involvement in these industries and guidelines will be prepared outlining the roles that employers' and workers' organizations can play in promoting technology transfer to the informal sector.

65.22. Technological, marketing and other information is essential for the survival and competitiveness of informal sector enterprises. Existing information sources are far from adequate. The ILO has identified bottlenecks in information flows, as well as particularly promising information transfer mechanisms. Practical guidelines will be prepared for use in advisory services as a supplement to the services provided in support of small enterprises through the ILO technological information system (INSTEAD). The INSTEAD database will be expanded to include marketing and financial information, in addition to technical data. Decentralized antennae of INSTEAD will be established in ILO field offices in order to facilitate the processing of requests for information by local enterprises and organizations and for the use of the multidisciplinary advisory teams.

65.23. Advisory and information services have until recently mainly been provided to the informal sector by government agencies, with only limited involvement by local authorities and the private sector. Moreover, the services and assistance which have been provided have often failed to achieve sustainable development in this competitive sector. Advisory services will be provided with a view to assisting and promoting the transfer of these services and assistance to local authorities and private and semi-private bodies, including professional organizations. The eventual goal is for the provision of advisory and information services and assistance to be self-supporting.

Programme management and support

65.24. This subprogramme covers programme management and support, cooperation and coordination with other major programmes and the harmonization of programmes relating to entrepreneurship and management development with the activities of other international organizations inside and outside the UN system. It also covers the collection, processing and dissemination of information relevant to the programme's activities.

65.25. Extra-budgetary resources for technical cooperation activities are expected to reach some $31.8 million during the biennium 1994-95. These activities will focus on providing high-level, mainly short-term advisory services for the development of local capacity to manage programmes and projects and will involve NGOs more actively in their design and execution. A number of interregional projects will also be undertaken, particularly concerning the informal sector and the provision of banking services for the poor. Projects at the national and subregional levels will be backstopped by the multidisciplinary advisory teams and by ILO field offices, which will receive the necessary technical support from headquarters. The programme will also be responsible for about 30 TSS1 programming missions. An RBTC allocation of $485,000 will be used to respond to the immediate needs of constituents in the fields of entrepreneurship and small enterprise development, particularly in the informal sector.

65.3. Cooperatives

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	8/04
GENERAL SERVICE WORK-YEARS	6/00
NON-STAFF COSTS	$386,516
TOTAL	**$1,834,784**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	7/00
GENERAL SERVICE WORK-YEARS	2/00
NON-STAFF COSTS	$20,000
TOTAL, EXCLUDING TECHNICAL COOP	**$1,024,268**
TECHNICAL COOPERATION	$33,112,000

65.26. The objective of this programme is to promote the development of cooperatives as participatory institutions contributing to self-employment, income generation, human resources development and social progress. Under the programme, assistance will be provided to cooperative movements and the social partners for the promotion of democratic and efficient cooperatives capable of providing services to their members and of making a substantial contribution to national economic and social development. Cooperatives are of special importance in the context of privatization, democratization and structural adjustment, particularly in view of the trend towards less state intervention and the provision of services by private group initiatives and participatory organizations. These organizations are expected to be able to create employment opportunities for officials and workers made redundant by adjustment and privatization processes and will exercise a greater role in investment, production and marketing in market economies.

65.27. The activities covered by this programme are also designed to assist cooperative movements to deal with current development issues such as the role of women in development, environmental protection, poverty alleviation through employment and income generation and the provision of social support services for workers in the informal sector. Special attention will be paid to: following up the conclusions and recommendations of the International Panel of Consultants on Cooperatives, which is to meet in March 1993 and consider the implementation and impact of the Cooperatives (Developing Countries) Recommendation, 1966 (No. 127); the role of human resources development in ensuring the economic viability, efficient management and democratic control of cooperatives; and the role of cooperatives in employment creation and income generation in the rural and informal sectors.

65.28. The activities of the programme will continue to concentrate on four main issues: cooperative human resources development; cooperative financial institutions; inter-cooperative trade; and structural adjustment and cooperatives.

Cooperative human resources development, legislation and information

65.29. The objective of this subprogramme is to ensure the economic viability, efficient management, democratic control and independence of cooperatives. In order to meet this objective, advisory services will be provided on cooperative training and cooperative legislation. Specialized information on developments relating to cooperatives will be gathered, exchanged and disseminated.

Human resources development

65.30. Human resources development in cooperatives and the structures of cooperative movements will be promoted through membership education and participation, the training of committee members, cooperative managers and staff members, as well as through activities to increase the awareness of policy-makers and the leaders of cooperative movements. This will be achieved through the provision of consultancies and training courses for cooperative organizations on human resources planning and training policies and methodologies. Assistance will be provided to cooperative training institutions to train trainers, cooperative staff and members, using the training methodology and materials which were developed by the MATCOM (Materials and Techniques for Cooperative Management Training) project. MATCOM materials will also be used to provide information and policy guidance in the human resources development activities carried out under the Promotion and development of cooperatives subprogramme, in technical cooperation projects, as well as by the multidisciplinary advisory teams and by regional networks of national cooperative training institutions. These advisory and training services will be based on international labour standards concerning human resources development, equality of opportunity and treatment, and cooperatives. Information will be exchanged with other cooperative training bodies and support will be provided for the design and provision of cooperative training courses by the Turin Centre.

Cooperative legislation

65.31. The trend for decreased state involvement in cooperatives, which is resulting in cooperatives becoming more self-reliant and therefore contributing more to the process of democratization, requires the enactment of cooperative legislation which can foster the participation of members of cooperative organizations, lay the basis for democratic self-management and control, and strengthen the independence of cooperative movements. The major principles guiding democratic cooperative action at the national and international levels are set out in Recommendation No. 127. In recent years, ILO constituents have shown growing interest in ILO advice on the establishment and reform of cooperative laws and by-laws. These requests are likely to increase and to refer to specific sectors of the cooperative movement, such as credit and savings, housing and consumer societies. Advisory services will be provided for the analysis of draft legal texts. Information will be provided on the cooperative laws and by-laws which have been adopted in member States. A manual will be prepared containing guidelines for the design of cooperative laws and by-laws which ensure the democratic participation of their members and the independence of the cooperative movement.

International Meeting on Cooperative Law

65.32. The work described in the previous paragraph will be supported by the organization of an international meeting on cooperative law. The meeting will be attended by 20 legal specialists, including representatives of employers' and workers' organizations to be appointed after consultation with the respective groups of the Governing Body, and will be held for five calendar days in Geneva ($83,000). The meeting will also be attended by observers from international agencies and NGOs concerned with cooperatives. It will assess the role of cooperative law in the democratization of the cooperative movement and in safeguarding the rights of members to manage their cooperative societies. The results of the meeting will contribute to the idenfication of guiding principles for cooperative legislation and to the establishment of guidelines and priorities for future ILO activities relating to the reform of cooperative legislation. The meeting will review the results of the examination of basic cooperative values made by the Congress of the International Cooperative Alliance (ICA) in Tokyo in October 1992.

Information services

65.33. Information and documentation services on cooperative issues and development will be provided in support of policy guidance and advice concerning the development and democratization of cooperatives. Databases will therefore be developed and expanded on cooperative training opportunities, materials and methodologies with a view to assisting cooperative movements to improve their level of human resources development and provide better management training for their staff through the establishment of internal training systems. The database on cooperative legislation, which is one of the most extensive in the world on this subject, will be expanded and used to assist ILO constituents in cooperative law reforms. These information services will also be used to help improve the social awareness of cooperative movements, particularly concerning issues such as: equality of opportunity and treatment for women workers; the environment; consumer protection; working conditions; housing and living conditions; the protection of the natural resource base in rural areas; and the role of cooperatives in promoting self-employment and providing training. The information services will assist in the provision of policy guidance and technical support to the multidisciplinary advisory teams, technical cooperation projects, other international agencies, cooperative training and research institutes, and NGOs.

Support to COPAC

65.34. The Committee for the Promotion and Advancement of Cooperatives (COPAC) includes among its members the UN, the ILO, FAO, ICA, the International Federation of Agricultural Producers (IFAP), the World Council of Credit Unions (WOCCU) and the International Federation of Plantation, Agricultural and Allied Workers (IFPAAW). For 20 years COPAC has served as a useful forum for the coordination of cooperative development policy in developing countries and more recently in Eastern and Central Europe, where a number of consultations have been held with newly formed democratic cooperative organizations in support of their commitment to the processes of democratization and privatization. In addition, COPAC has greatly assisted in promoting the interest and commitment of the membership of the UN and its specialized agencies to cooperative approaches in support of democratization, privatization and poverty alleviation, as demonstrated by the active contribution of COPAC and its members to the special report of the Secretary-General to the UN General Assembly on the status and role of cooperatives in the light of new economic and social trends. As in the past, an allocation equivalent to 1/00 Professional work-year will be set aside to support COPAC's activities and the ILO's participation in them.

Promotion and development of cooperatives

65.35. The purpose of this subprogramme is to promote and develop cooperatives. Advisory services will be provided on priority issues of concern to cooperative movements and similar participatory associations, such as: reforming the structure of cooperative movements and the distribution and protection of their assets and investments in the context of privatization; a stronger role and involvement of cooperatives in local economic development programmes; reforming the functions and jurisdiction of governmental supporting services in the context of diminishing state intervention; improving technical extension services to increase the productivity of cooperatives and thus improve their competitiveness; human resources development to upgrade cooperative self-management and members' participation; environmental protection to improve the management of the natural resource base of cooperatives in the agricultural and cottage industries sectors; and gender issues and special programmes for minorities and indigenous peoples. In connection with the work of programme 65.2 (Enterpreneurship and management development), the activities covered by this subprogramme will also be designed to alleviate poverty through self-help, participatory and sustainable cooperative methods of finance and investment, since the pooling of financial resources through group and cooperative methods is particularly suited to the needs of producers in the rural and informal sectors.

Technical cooperation

65.36. The technical cooperation activities carried out under this subprogramme will concentrate on human resources development, cooperative trade, cooperative structure and on special sectors such as producers' cooperatives, consumer and housing societies. A database for the analysis, evaluation and systematization of technical and final project reports will be developed to facilitate the exchange of information and experience between projects and to improve project performance, encourage replication and provide guidance and support to national planners and agencies. Technical support and guidance will be given to the multidisciplinary advisory teams responsible for projects at the national level, and technical backstopping will be provided directly for certain regional and interregional projects.

65.37. Extra-budgetary resources for technical cooperation activities under this programme are expected to reach $33.1 million in 1994-95. Approximately 75 per cent of this amount will come from multibilateral sources and the remainder from UNDP. In addition, $50,000 in RBTC resources will be used to provide technical advisory services to ILO constituents on cooperative policy, cooperative legislation and the structural reform of cooperative organizations.

Major Programme 65. Enterprise and Cooperative Development

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
65.1. DEPARTMENTAL MANAGEMENT										
DEPARTMENTAL MANAGEMENT	3/00	4/00	707,700	30,000	737,700	-	-	-	8,938	8,938
1994-95 TOTALS	**3/00**	**4/00**	**707,700**	**30,000**	**737,700**	-	-	-	**8,938**	**8,938**
1992-93 TOTALS	**4/00**	**2/00**	**691,560**	**24,480**	**716,040**	-	**0/07**	**40,733**	**2,400**	**43,133**
65.2. ENTREPRENEURSHIP AND MANAGEMENT DEVELOPMENT										
IMPROVING ENTERPRISE AND MANAGERIAL PERFORMANCE	7/06	-	926,370	83,000	1,009,370	-	-	-	-	-
ENTREPRENEURSHIP, SMALL ENTERPRISE AND INFORMAL SECTOR DEVELOPMENT	9/04	-	1,152,816	99,000	1,251,816	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	485,000	485,000	-	-	-	31,770,000	31,770,000
PROGRAMME MANAGEMENT AND SUPPORT	2/02	14/00	1,245,210	18,000	1,263,210	8/00	6/00	1,407,096	25,000	1,432,096
1994-95 TOTALS	**19/00**	**14/00**	**3,324,396**	**685,000**	**4,009,396**	**8/00**	**6/00**	**1,407,096**	**31,795,000**	**33,202,096**
1992-93 TOTALS	**21/00**	**14/02**	**3,583,066**	**808,804**	**4,391,870**	**11/00**	**9/07**	**2,027,861**	**43,495,073**	**45,522,934**
65.3. COOPERATIVES										
COOPERATIVE HUMAN RESOURCES DEVELOPMENT, LEGISLATION AND INFORMATION	3/04	2/00	551,376	286,516	837,892	-	-	-	-	-
PROMOTION AND DEVELOPMENT OF COOPERATIVES	4/00	-	494,064	30,000	524,064	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	50,000	50,000	-	-	-	33,112,000	33,112,000
PROGRAMME MANAGEMENT AND SUPPORT	1/00	4/00	402,828	20,000	422,828	7/00	2/00	1,004,268	20,000	1,024,268
1994-95 TOTALS	**8/04**	**6/00**	**1,448,268**	**386,516**	**1,834,784**	**7/00**	**2/00**	**1,004,268**	**33,132,000**	**34,136,268**
1992-93 TOTALS	**8/04**	**5/01**	**1,384,259**	**340,031**	**1,724,290**	**12/00**	**6/05**	**1,930,255**	**32,332,000**	**34,262,255**

Major Programme 70. Training

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFESSIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
70.10	DEPARTMENTAL MANAGEMENT	4/00	5/00	907,044	38,000	945,044
70.20	TRAINING POLICIES AND PROGRAMME DEVELOPMENT	11/10	10/00	2,161,000	279,000	2,440,000
70.30	VOCATIONAL TRAINING SYSTEMS MANAGEMENT	14/10	9/00	2,460,606	304,100	2,764,706
70.40	VOCATIONAL REHABILITATION	8/08	3/03	1,297,413	476,769	1,774,182
1994-95	**TOTALS**					
	REGULAR BUDGET	39/04	27/03	6,826,063	1,097,869	7,923,932
	OTHER SOURCES	5/10	9/09	1,401,333	35,996,444	37,397,777
1992-93	**TOTALS**					
	REGULAR BUDGET	42/00	26/04	7,096,766	1,042,144	8,138,910
	OTHER SOURCES	13/09	14/07	2,716,670	51,719,048	54,435,718

70.1. The overall objectives of this major programme are: the acquisition by workers of the skills which allow them to engage in freely chosen and productive employment and adapt to changing labour market needs; increased efficiency and effectiveness of public and private training systems; the participation of employers' and workers' organizations with governments in the formulation and implementation of training policies and programmes; and enhanced opportunities for vulnerable groups to improve their skills, productivity and income. Within these overall objectives, the aims of the major programme are that member States:

a) design appropriate policy frameworks, based on careful analyses of national needs and circumstances, which expand the opportunities for workers to acquire the skills needed for gainful, freely chosen employment and self-employment in the modern and informal sectors, as well as to adapt and upgrade their skills in line with changing labour market needs;
b) increase the efficiency and effectiveness of training systems; and
c) increase the opportunities for physically and mentally disabled persons and those recovering from drug or alcohol addiction to acquire vocational skills which allow them to participate in gainful economic activity, thereby contributing to their own economic well-being as well as that of their communities.

70.2. The activities carried out under this major programme during the biennium 1994-95 will concentrate on the need to:

- strengthen the capacity of training systems to respond rapidly to changing labour market demands resulting from technological change, structural adjustment, demographic trends or the transition to a market economy;
- increase the cost-effectiveness of public sector training systems and develop more diversified sources of funding for them;
- enhance opportunities for training, gainful employment, social integration and career development for special groups, and in particular for women, disabled persons, and those recovering from drug or alcohol addiction; and more generally to ensure that equity is taken into account despite the lack of funds available for human resource development;
- strengthen member States' capacity to take responsibility for, and manage, their own human resources development programmes, including the related policy analysis and implementation;
- place training concerns within a broad economic, social and labour market context which takes into account financial constraints, individual productivity enhancement and career development, enterprise organizational goals and changes in the organization of work;
- strengthen the role of employers' and workers' organizations in human resources development policy formulation and programme implementation at the country and organization levels;
- ensure that environmental and occupational safety and health considerations are taken into account in training activities; and
- facilitate the exchange among member States of information which identifies new policy options and training techniques.

70.3. The activities of the major programme will aim to promote the Human Resources Development

Convention (No. 142) and Recommendation (No. 150), 1975, the Vocational Rehabilitation and Employment (Disabled Persons) Convention (No. 159) and Recommendation (No. 168), 1983, the Vocational Rehabilitation (Disabled) Recommendation, 1955 (No. 99), and the resolution concerning measures against drug and alcohol abuse in working and social life adopted by the Conference in 1987.

70.4. In addition to the contribution that will be made to the work of major programme 140 (Interdepartmental projects), many of the activities described below will be carried out in collaboration with major programmes 50 (International labour standards and human rights), 60 (Employment and development), 65 (Enterprise and cooperative development), 80 (Industrial relations and labour administration), 90 (Working conditions and environment), 225 (Employers' activities) and 230 (Workers' activities). Close cooperation will be maintained with the Turin Centre and the regional major programmes.

70.5. Particular emphasis will be placed on developing effective procedures for collaborating with the multidisciplinary teams, which will play a progressively more important role in the implementation of the activities covered by the major programme. The technical advisory missions carried out under the major programme will be undertaken jointly with the teams and procedures will be established for early consultation with the teams on analytical work to ensure its relevance to their needs. The major programme will strengthen its documentation and information services to the teams.

70.6. A number of important themes addressed in previous biennia will continue to receive emphasis. These include: improving the capacity of training systems to respond to structural adjustment policies and the resulting changes in labour market requirements; improving opportunities for women to acquire and use productive, especially non-traditional, skills in the labour market; improving productivity in the urban informal sector; developing skills in rural communities; and developing vocational skills to protect the environment. Based on the extensive work carried out in recent years, these themes will be emphasized in all technical advisory services. Emphasis will be placed in the activities of the major programme on equal opportunities for women to acquire skills and use them productively in the labour market. A substantial effort has been made over recent biennia to: analyse the obstacles to improving training and employment opportunities for women; develop pilot projects to assist them acquire skills and jobs; and eliminate discriminatory factors which limit the opportunities of women. Work in 1994-95 will also focus on the integration of gender issues into national human resources development policies, and by mainstreaming the issue. To this end, the major programme's policies, programmes and projects will continue to be reviewed by its adviser on women's training for sensitivity to gender issues. Protection of the environment is another theme on which extensive work has recently been undertaken, and which will be emphasized in advisory missions.

70.7. Although this major programme will continue to include activities to support operational activities, a significant proportion of this work will be transferred to the regional major programmes during the biennium. In addition, national organizations will take on more responsibility for operational projects, although this will not occur at the same rate in all countries. Total extra-budgetary resources for technical cooperation activities are expected to reach some $36.0 million during the biennium 1994-95, when over 200 projects are expected to be operational in around 80 different countries. Provision is made for regular budget support for these projects in the transition period during which responsibility for them will be transferred to the field structure. The resources for assistance to the teams for the provision of consultancy services to member States are substantially increased.

70.8. For reasons explained in the Introduction, the resources to be made available for many of the technical major programmes are somewhat lower than in the biennium 1992-93. In comparison with the biennium 1992-93, the resources for this major programme have been decreased by some $215,000, which results from a decrease of 2/08 Professional work-years, an increase of 0/11 General Service work-year, and a net increase in other resources of some $50,000. RBTC resources remain at the same level as in the previous biennium.

70.9. Within the major programme, there has been a shift in resources from programme 70.3 (Vocational training systems management) to programme 70.2 (Training policies and programme development), reflecting a substantially increased emphasis on policy analysis and advice consistent with the changing priorities of the ILO and other international agencies. This change of emphasis is implied in an increase of resources for programme 70.2 (Training policies and programme development) amounting to some $770,000 and a decrease of some $1.2 million under programme 70.3 (Vocational training systems management). In addition, resources for programme 70.4 (Vocational rehabilitation) show an increase of some $180,000, mainly as a result of an increase in the provision for General Service support and the inclusion of a provision for the Tripartite Meeting of Experts on Standard Rules concerning Drugs and Alcohol in the Workplace. Resources for programme 70.1 (Departmental management) have been increased to cover the maintenance of the local area network for the department.

70.1 Departmental management

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	4/00
GENERAL SERVICE WORK-YEARS	5/00
NON-STAFF COSTS	$38,000
TOTAL	**$945,044**
OTHER SOURCES	-

70.10. Provision is made under this programme for the director of the department, a programming officer, secretarial support and the operation of the computer network for the major programme as a whole.

70.2. Training policies and programme development

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	11/10
GENERAL SERVICE WORK-YEARS	10/00
NON-STAFF COSTS	$279,000
TOTAL	**$2,440,000**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	-
GENERAL SERVICE WORK-YEARS	-
NON-STAFF COSTS	-
TOTAL, EXCLUDING TECHNICAL COOP.	-
TECHNICAL COOPERATION	$2,479,000

70.11. The overall objective of this programme is that member States will have adopted a policy framework promoting efficiency and equity in training systems. More specifically, member States will have made significant progress towards: adopting ILO human resource development standards; reforming training policies so as to ensure greater cost-effectiveness, flexibility and responsiveness to changing labour market conditions; and ensuring that policy reforms also provide equitable and broader access to training opportunities.

Developing comprehensive training policies and strategies at the national and sectoral levels

70.12. The principal objective of this subprogramme is enhanced capability in member States to design and develop a policy framework which promotes greater responsiveness of training systems to market signals and changing labour market conditions, and ensures equitable access to training opportunities.

Comprehensive guidelines on training policies

70.13. Many member States are anxious to reform training policies in order to improve the linkages between labour market demand and the outputs of the training system, and to ensure that training systems support development and structural adjustment objectives more effectively. However, member States often lack the capacity to analyse policy failures and formulate the necessary reforms. Comprehensive guidelines on training policy, which can serve as a standard reference for policy-makers, will therefore be produced and made widely available. They will be contained in a single volume, which will be based on the results of work undertaken during the biennia 1992-93 and 1994-95. The topics covered will include: training sector analysis, the reform of public training systems, improving the linkages between labour market skill requirements and training policies, promoting private sector training, training for the informal sector, and incorporating equity objectives into training policies. Emphasis will be placed on the importance of ILO standards and tripartism in policy formulation and implementation. The materials will be presented in the form of structured guidelines on how to analyse the training environment, identify and assess feasible policy options and formulate appropriate policy instruments. They will be designed for direct use by policy-makers or as training materials in courses on policy analysis. This work will be carried out in collaboration with major programme 60 (Employment and development), and the training materials will be developed in collaboration with the Turin Centre.

Policy environment for private sector training

70.14. It is increasingly widely accepted that, in addition to the provision of training, governments need to provide a favourable policy environment for the development of skills in the private sector. In many countries, the State's share in the delivery of training is likely to diminish in the years ahead, while it will play a more important role in creating an enabling environment for other means of skill acquisition. Case studies will be prepared covering a range of issues relating to the effectiveness of public policy in encouraging and supporting the provision of training outside the State system. The studies will draw on ILO experience of policy analysis and advisory work. They will examine the potential impact of public policy as a stimulus for employers to provide training and employees to undertake it, as well as the appropriate characteristics of a regulatory framework which protects workers without stifling training incentives. An analysis will also be made of the role and scope of public policy programmes to support employer-based and privately provided training through the provision of assistance in the identification of needs, the training of instructors and the design of curricula. The outputs of this work will include a publication synthesizing the major issues, problems and options and providing practical guidance for the definition of public policy. Advisory services will also be provided on broadening the scope of public training policy to encompass most sources of skill formation.

Training and structural adjustment

70.15. Training has an important role to play in ensuring the success of structural adjustment programmes. It facilitates labour mobility and flexibility, enhances international competitiveness through skills upgrading and helps to mitigate the social costs of adjustment through the retraining of retrenched workers and training for employment creation. It is therefore important to ensure that training issues feature prominently in the ILO's efforts to influence structural adjustment policies at both the design and implementation stages. Policy lessons will therefore be identified from the experience in a few countries which have been particularly successful in supporting adjustment by using training. The main factors of their success will be documented and emphasis will be placed on aspects of the policy formulation process, such as planning to promote efficient adjustment and the design and implementation of well-targeted and cost-effective programmes for those affected by adjustment measures. Special attention will be paid to policies and programmes which have been adopted to prevent the aggravation of gender inequalities in training opportunities. Based on this work, guidelines will be provided on how best to incorporate training considerations into the design of structural adjustment programmes. These guidelines will be used as a basis for the provision of advisory services. These activities will follow up the 1992-93 interdepartmental project on Employment promotion and structural adjustment: labour policies for adjustment, and will be carried out in cooperation with major programme 60 (Employment and development).

Reform of national training policies

70.16. Countries undergoing transition to a market economy or major economic restructuring have to reform their training policies in order to ensure that they meet radically changing skill requirements. The reforms need to overcome rigidities, lack of market responsiveness and inefficiencies in the training sector. Many countries which are planning reforms of this nature will require assistance in diagnosing the major problems posed by the existing training policy and its institutional framework and in identifying the necessary reforms. Between four and six country training strategy missions will be undertaken to provide assistance of this nature to member States. The issues analysed during these missions will include: the impact of labour market structures and regulations on the decisions taken by enterprises and individuals in relation to training; the responsiveness of public training institutions to labour market signals; incentives for enterprise-based and other forms of private training; the equity of training policies; and the incorporation of environmental concerns into training strategies. The outputs of these missions will be comprehensive country reports identifying major problems in relation to training policy and proposing options for policy reform. Follow-up missions will be undertaken to discuss policy recommendations in greater depth and to develop national capacity to undertake policy analysis.

Training dimensions of multidisciplinary policy analysis

70.17. It is important to ensure that training policy issues are adequately covered in the work of the multidisciplinary teams. Headquarters-based training policy specialists will therefore provide technical support to the teams and participate directly in their missions, with a view to complementing the expertise in the teams and developing and maintaining substantive policy links with them. Support to the teams will also take the form of the preparation of briefs for their missions, supplying them with the latest available information on training policy, reviewing and commenting on their reports and policy papers, and training team members.

Training policies in support of equity, poverty alleviation and the disadvantaged

70.18. The main objectives of this subprogramme are: improved equality of access to training as a precondition for equitable access to employment; enhanced capacity in member States to design and implement effective training programmes as part of targeted poverty alleviation strategies; and a reduction in gender inequality.

Training legislation and equality of opportunity

70.19. Ensuring equality of access to training is a precondition for equitable access to employment. The legislative and institutional framework of training has an important role to play in underpinning the development and maintenance of democracy. A review will therefore be carried out of training legislation and its related regulatory framework in selected countries where problems of discrimination are particularly acute. The aim of this work will be to formulate proposals for reform which ensure equality of opportunity in general. This review will examine de jure discrimination, as well as possible unintended effects of legislation and regulations which result in de facto discrimination. This will involve analysing the impact of training legislation on the behaviour of training institutions, enterprises, and individuals in different social groups and, consequently, its influence in terms of inequality of opportunity. Based on this work, a comparative review will be produced of how different types of training legislation affect equality of opportunity. The review will provide the basis for advisory work on the reform of training legislation and for activities to raise awareness of the importance of eliminating discrimination in access to training. This work will be undertaken in consultation with major programme 50 (International labour standards and human rights) and programme 80.2 (Labour law and labour relations).

Increasing the effectiveness of targeted training programmes

70.20. Training programmes targeted on poverty groups are often of limited effectiveness because of weak linkages with national poverty alleviation policies and poor programme design. It is therefore necessary to strengthen the technical capacity of those responsible for training policy to interact with economic planners for the design of poverty alleviation programmes and the formulation of more effective training components in those programmes. Successful training components of major poverty alleviation programmes in selected countries will be reviewed in order to identify policy lessons on how to maximize the contribution of training to poverty alleviation. Emphasis will be placed on the manner in which training is integrated into the design of poverty alleviation programmes and the techniques which are used to evaluate the ex ante and ex post cost-effectiveness of their training components. Past ILO experience with training programmes for disadvantaged groups will be drawn upon and guidelines will be produced on improved methods of integrating training into poverty alleviation programmes and the design of more cost-effective training programmes. These guidelines will contribute to the work of the interdepartmental project on Environment and the world of work on the integration of poverty alleviation and environmental improvement programmes, of which training is an important component. Advisory services will also be provided.

Promotion of ILO standards and tripartism in human resources development

70.21. The objectives of this subprogramme are that an increasing number of member States will have ratified the ILO's standards on human resource development and applied them as a framework for training policy advice and operational activities; and, in consequence, the fuller and more effective participation of the social partners in the development of training policies and in the planning, implementation and evaluation of training systems.

Promoting ILO standards on human resources development

70.22. As a follow-up to the Report of the Committee of Experts on the Application of Conventions and Recommendations to the 78th (1991) Session of the International Labour Conference, a more substantive contribution will be made to supervisory work on the Human Resources Development Convention, 1975 (No. 142). The wider ratification and application of the Convention and the implementation of its accompanying Recommendation (No. 150) will be promoted through the production and dissemination of promotional material and the organization of seminars. A study will be carried out of the obstacles to the implementation of the above standards in selected countries and how these could be overcome. The study will also examine specific areas in which the standards need to be expanded or revised to take into account recent changes in economic systems and new approaches to training issues. These activities will form the basis for advisory work and policy dialogue with member States. The work will be carried out in collaboration with the multidisciplinary teams and major programme 60 (Employment and development).

Information and documentation on training

70.23. The objective of this subprogramme is improved availability in member States of relevant and up-to-date information on vocational training through the expansion and strengthening of inter-country documentation and information services.

Collection and dissemination of information on training

70.24. Access to current information on vocational training policies, programmes, techniques and approaches is recognized as a potent factor in improving the effectiveness of vocational training systems. Provision is made for the dissemination of information on all the topics covered by the major programme, with the exception of vocational rehabilitation, which has a special constituency and for which separate provision is made under programme 70.4 (Vocational rehabilitation). The information products which are prepared will focus primarily on the results of studies undertaken by the major programme. Information on vocational training drawn from international and national databases will also be compiled and disseminated. This work will contribute to the development of a referral system and the provision of service and support for existing networks. A briefing package will be prepared on the basis of the work undertaken by the major programme under the 1992-93 interdepartmental project on Equality for women in employment. The package will be disseminated to ILO offices in the regions and to the multidisciplinary teams.

Technical cooperation

70.25. RBTC resources amounting to $60,000 will be used for the provision of advisory services on the reform of national training policies and on training policies for structural adjustment. Extra-budgetary resources for technical cooperation activities in the area of training policy will amount to some $2.5 million. A significant part of this will consist of UNDP-funded TSS1 activities for the improvement of training policies and the institutional framework for training in developing countries.

70.3. Vocational training systems management

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	14/10
GENERAL SERVICE WORK-YEARS	9/00
NON-STAFF COSTS	$304,100
TOTAL	**$2,764,706**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	5/00
GENERAL SERVICE WORK-YEARS	7/00
NON-STAFF COSTS	$37,277
TOTAL, EXCLUDING TECHNICAL COOP.	**$1,143,653**
TECHNICAL COOPERATION	$24,011,000

70.26. Training systems comprise the totality of training provision – whether public or private, institution or enterprise-based, formal or non-formal – at the national, regional and local levels, and provide the structure for giving effect to policy objectives and their related implementation strategies. The overall objective of this programme is enhanced managerial and technical capacity of training organizations in member States, and particularly in developing countries and countries undergoing transition to a market economy, so that they can deliver efficient, effective and accessible training corresponding to national policy goals. Member States will have acquired strengthened professional and administrative capacity to: manage national and local training organizations and institutions in a manner which responds to the skill requirements of the labour market; develop and apply flexible and cost-effective training methods which increase the acquisition of skills; and design and implement training programmes to meet the special needs of rural communities and disadvantaged groups.

Public sector training competence

70.27. The objective of this subprogramme is increased managerial and professional competence in member States to organize and deliver publicly financed and/or managed training, with a view to ensuring its efficiency, effectiveness and relevance in the context of changing labour market conditions and severe resource constraints.

Enhanced management and professional capacity of public training systems

70.28. Public training systems in many member States, particularly in poorer countries, are operating at low levels of efficiency, cost-effectiveness and responsiveness to increasingly unpredictable labour markets. Yet they have a vital role to play in: training the growing numbers of young entrants to the labour force; upgrading the skills of employed workers, especially in environmental protection techniques; and retraining those affected by structural change. In addition, they should also play a role in advocating the incorporation of environmental protection measures into all forms of vocational training and, where appropriate, into training legislation. To discharge this role effectively, public training systems need to be well-managed, professionally competent, flexibly organized and adequately financed. They need to identify and exploit their comparative advantage by limiting themselves to the services which they provide well in relation to other training providers. They also need to make use of tripartite and other consultative and advisory mechanisms in order to ensure that they are well-integrated into the communities that they serve.

70.29. Advisory services will be provided to assist in the analysis of managerial and professional barriers to improved operational effectiveness and to make recommendations on how these impediments can be overcome. The factors which have contributed to successful implementation arrangements will be identified and studied with a view to making available to training administrators and training centre managers an evaluated set of options for increasing the efficiency and effectiveness of training. Based on the results of this analysis, a practical manual will be prepared for training system managers containing a comparative analysis of the various options in different settings and dealing with their legislative, organizational, managerial and functional aspects from a practical standpoint. This work will be carried out in collaboration wi[illegible] rogramme 65.2 (Enterpreneurship and management development) and the Turin Centre.

Labour market-oriented training in economies in transition

70.30. The training systems of the former centrally planned economies, though often highly developed and well-organized within the context of a supply driven system, are proving ill-adapted to the process of transition to a market economy. Having inherited the rigidities, high cost and excessive specialization of the command economy, they are finding it difficult to adapt to new labour market challenges, particularly to the need to retrain large numbers of workers who have been made redundant as a result of structural change, and to prepare the unemployed and new labour-market entrants for self-employment and income-generating activities.

70.31. Based on experience gained during the biennium 1992-93 from the development of training and retraining programmes for displaced workers and the unemployed, and for self-employment and income generation, technical advisory services will be provided to strengthen the capacity of training systems in those areas. To support these advisory services, training packages and manuals will be developed on the design and management of retraining programmes for displaced workers. These packages and manuals will be targeted at training institutions and employment services and will reflect concern for the gender-specific needs of women and the protection of the environment. A manual will also be developed for training institutions on the organization of training programmes for self-employment opportunities identified on the basis of local market surveys and tripartite consultations. The manual will also cover the training of trainers in the development of skills and entrepreneurship. One or more regional workshops (financed from extra-budgetary resources) will be organized on the role of employment services in retraining and on approaches to training schemes for self-employment. This work will be closely coordinated with major programme 60 (Employment and development), the Turin Centre and the multidisciplinary teams, and with programmes 65.2 (Entrepreneurship and management development) and 80.3 (Labour administration).

Enhancing the skills development capacity of employers and private training institutions

70.32. The objective of this subprogramme is improved capacity of employers and private sector training institutions to contribute to the development of vocational skills in member States.

Design and management of enterprise-based training

70.33. While it is widely accepted that enterprise-based training is in principle a cost-effective means of training geared to actual skills demand in the labour market, in practice it often fails to achieve its potential because of reluctance on the part of employers to provide training and of employees to pursue it, as well as a lack of experience in its organization and delivery. Where enterprise-based training is provided, it is often product- and process-specific and inefficient. Frequently it does not take advantage of training resources in public institutions. Furthermore, it hardly ever addresses the specific environmental issues over which workers and supervisors may have some control. A more viable option would be for public training systems to work with the non-government sector in areas such as incentives for training, training needs assessment, the development of enterprise training strategies, the organization of joint training committees, instructor training and curriculum development, including the incorporation of components related to environmental protection. In particular, there is considerable scope for employers, especially in small and medium-sized establishments, to contract out training to private and public institutions. Public training authorities can also work with private training institutions in many of the same areas to improve quality, reduce the risk of exploitation and encourage adequate emphasis in their programmes on environmental issues.

70.34. Advisory services will be provided to public training agencies and employers' and workers' organizations on ways of encouraging and supporting enterprise-based training. Advisory services will also be provided on how to introduce cost-effective on-the-job training programmes devoid of factors that might discourage the entry of women and which take into account the need to develop skills to protect the environment. In parallel, a manual on setting up and managing government support schemes for employer-based training and private training institutions will be developed and tested in one or more workshops, which will be funded from extra-budgetary resources. Specific attention will be paid to the experiences of enterprises which have successfully implemented training measures that respond to the needs of women entering or re-entering the labour force, and/or which are directed towards increased environmental awareness and the development of working practices which protect the environment. This work will be undertaken in collaboration with programme 65.2 (Entrepreneurship and management development).

Vocational training for vulnerable groups

70.35. The objective of this subprogramme is enhanced availability of, and access of poor and vulnerable population groups to, training which, utilizing flexible and innovative delivery methods where appropriate, focuses on the needs of the poorest groups in rural communities, as well as on especially vulnerable groups such as women and girls.

Poverty alleviation through community-based training

70.36. In many developing countries, the majority of people in rural areas are unable to meet their basic needs for food, clothing and shelter. Efforts to increase rural incomes and living standards have been hampered by a shortage of resources, low levels of basic education and a lack of appropriate training programmes to improve productivity and exploit the potential of the local economy for the generation of employment and self-employment. As a response to these problems, a community-based approach to training, developed over the last ten years in ILO technical assistance projects and currently applied in eight countries in Africa and Asia and the Pacific, has yielded promising results in its developmental, field-testing and application phases. However, despite its demonstrated relevance, community-based training does not provide an instant solution to rural training needs, especially in the poorest communities. Further work is needed to transfer the expertise to plan and deliver community-based training programmes from government agencies to the community itself in order to increase the perceived relevance of the programmes and to ensure that they reflect the community's values, resources and priorities for poverty alleviation. In addition, current approaches need to be modified to increase their impact in the poorest communities, where income-generating opportunities and the prospect of creating full-time jobs are more limited, and where short-term survival needs take a heavy toll of the environment. In particular, these approaches need to be reoriented to respond to gender issues in order to avoid the perpetuation of existing gender-based inequalities.

70.37. Activities will therefore be undertaken to enhance the capacity of rural communities, especially the poorest ones, to plan and implement poverty-alleviation and income-generation programmes which use community-based approaches. A manual will be developed for local planners and practitioners on self-reliance and the sustainability of income-generating activities, the development of skills to protect the environment, and greater equality of opportunity for women. It will also indicate how these approaches can encompass training for the satisfaction of basic individual, family and community needs. The manual will be used as a basis for the provision of technical advisory services, in technical cooperation activities and in the training programmes of the Turin Centre. Support will also be provided to the multidisciplinary teams on rural skills training and gender sensitivity in all aspects of training. This work, in addition to following up the 1992-93 interdepartmental project on the Elimination of child labour, will be undertaken in collaboration with major programme 60 (Employment and development), programme 70.2 (Training policies and programme development) and the interdepartmental project on the Informal sector. The work will also incorporate a basic education component in collaboration with UNESCO.

Service and support of technical cooperation

70.38. Responsibility for technical cooperation activities in these areas will be progressively transferred to the field structure, although this process will not be completed during the biennium 1994-95. Provision has therefore been made to support technical cooperation projects in collaboration with the multidisciplinary teams. Emphasis will be placed on the identification, design and development of projects which enhance national capacity for policy formulation, the management of training systems and professional competence. Priority will be given to ensuring that technical cooperation projects respond to rapidly changing labour markets, economize on scarce national financial resources and are consistent with international labour standards. Technical supervision, evaluation, the recruitment of experts, fellowships and equipment procurement services will be provided in a manner which strengthens national capacities to maintain these services efficiently and effectively after the completion of technical cooperation projects.

Technical cooperation

70.39. RBTC resources amounting to $150,000 will be used to develop technical cooperation activities which promote and support rural vocational training policies and programmes. In response to the continuing requests for technical cooperation and the new orientation of the ILO's work, advisory services will be provided to promote rural training projects which are closely linked to poverty alleviation, the promotion of productive employment and income-generation for disadvantaged groups, such as the unemployed and underemployed rural women and youths. In accordance with the changed UNDP financing arrangements, RBTC resources will be used to finance ILO involvement in the stages of the UNDP programme and project cycles which are not financed under TSS1.

70.40. Extra-budgetary resources for technical cooperation are expected to amount to some $24 million in the biennium 1994-95, covering about 110 projects in some 60 countries. As stipulated in the Human Resources Development Convention, 1975 (No. 142), training approaches will be tailored to the needs and circumstances of individual countries. By way of illustration, in Africa, emphasis will be placed on helping countries to improve the efficiency and effectiveness of public training systems. In view of the shortage of wage employment, priority will be given to self-employment and reorienting public training towards the needs of the informal sector and the development of non-formal skills in rural areas. Emphasis will also be placed on the inclusion of basic skills in training programmes in support of the regional emphasis on primary education, and on programmes for the training of displaced persons and, in particular, for the self-employment of demobilized soldiers.

70.41. Training systems in many Latin American and Caribbean countries are well developed and have established close relations with industry and the labour market in general. However, as these training systems are confronted with new problems and challenges arising out of the rapidly changing economic environment, priority will be given to providing information on training experience in other regions. Emphasis will also be placed on training for the informal sector, the inclusion of basic skills in training programmes, and improving training and employment opportunities for women.

70.42. In Asia and the Pacific, priority will be accorded to policy analysis, the exchange of information, new instructional technologies, further education, and the development of rural communities. With a view to providing a steady supply of skilled manpower based on the skill requirements of industry, projects will be implemented which are designed to improve the cost-effectiveness of apprenticeship programmes as a means of encouraging a partnership between training institutions and business establishments. In the poorest and most highly populated countries of the region, an important priority will be to help reorientate public sector training systems towards the needs of the poor and of disadvantaged groups.

70.43. In Central and Eastern Europe and member States of the Commonwealth of Independent States, emphasis will be placed on the formulation of training policies, on retraining and on increasing the role of employers' and workers' organizations in human resources planning and development. Assistance will also be provided in the development of training legislation, occupational certification, new instructional methodologies and evaluating the effectiveness of training.

70.44. In the Arab States, priority will be given to developing regional vocational training networks with a view to sharing the available information on training. The Skills Development Programme for

Arab Countries (SDEPAC) will continue to emphasize training policy analysis and formulation, issues related to women's training, the design of training systems and new methods such as modular training.

Programme management and support

70.45. This subprogramme covers the management of the programme, as well as the necessary secretarial, clerical and administrative support. Provision is also made for technical coordination with international organizations such as UNDP, the World Bank, regional development banks, UNESCO, FAO, UNIDO and participation in the FAO/UNESCO/ILO Inter-Secretariat Working Group on Agricultural Education, Science and Training. These activities contribute to programme coherence through the maintenance of close relations with the activities of other agencies which are active in the field of vocational training, and through a range of professional contacts both within and outside the UN system. Activities will also include the maintenance of regular contacts with the staff of field projects and with other practitioners of vocational training.

70.4. Vocational rehabilitation

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	8/08
GENERAL SERVICE WORK-YEARS	3/03
NON-STAFF COSTS	$476,769
TOTAL	**$1,774,182**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	0/10
GENERAL SERVICE WORK-YEARS	2/09
NON-STAFF COSTS	$70,167
TOTAL, EXCLUDING TECHNICAL COOP.	**$365,124**
TECHNICAL COOPERATION	$9,399,000

70.46. The objectives of this programme are that member States will have provided improved training and employment opportunities for disabled persons, and developed workplace-oriented prevention and rehabilitation strategies in the field of alcohol and drug dependence.

Equity-oriented policies

70.47. This subprogramme aims at the adoption by member States of policies which ensure the equal treatment of disabled persons in human resources development activities and employment.

Policy guidelines on removing barriers to integration

70.48. Traditional vocational rehabilitation policies emphasize the provision of institutional or community-based services which provide skills to disabled persons and strengthen their physical and mental ability to cope with the demands of the workplace. However, because of barriers which intentionally or unintentionally discriminate against them, disabled persons in many countries continue to have difficulty in obtaining meaningful work. These barriers will therefore be identified and strategies developed on how to remove them. Government reports submitted under article 22 of the ILO Constitution will be reviewed to assess the adequacy of equal opportunity policies in countries which have ratified the Vocational Rehabilitation and Employment (Disabled Persons) Convention, 1983 (No. 159). A policy guide will be produced outlining the essential characteristics of an equity-oriented legislative framework, the standard topics to be covered under anti-discrimination and affirmative action legislation and the relevant clauses to be adopted in support of equitable access to training and employment opportunities. Based on a review of best practices, a number of alternative legislative models will be identified and included in a reference document for legislators and the social partners. Because of the special problems posed in this context by policies of economic restructuring in developing countries and in Central and Eastern Europe, an analysis will be made of alternative, low-cost approaches to enhancing equal opportunities. The findings of this analysis will be presented in a paper as a guide to the work of the multidisciplinary teams in economies in transition. Emphasis will also be placed on promoting increased involvement by organizations of disabled persons in the formulation and monitoring of policies, with a view to equalizing their opportunities. The assessment of government reports on Convention No. 159 and the development of policy guidelines for legislation will be carried out in collaboration with major programme 50 (International labour standards and human rights). The paper on alternative policy models will be prepared in association with programmes 60.3 (Active labour market policies) and 70.2 (Training policies and programme development).

Promotion of equity policies

70.49. Inadequate awareness of new concepts, especially those emphasizing the participation of disabled persons in training and employment programmes, has made it difficult in many countries to break through conventional perceptions of vocational rehabilitation and move to more innovative methods which are consistent with Convention No. 159. A much greater effort is required to familiarize decision-makers with these concepts. Technical advisory services and other promotional activities will therefore emphasize the importance of ensuring that national policies provide opportunities for disabled persons to participate equally with all citizens in the labour market. To this effect, regional policy seminars will be organized for governments and employers' and workers' organizations and inputs will be provided for policy and training seminars organized by the multidisciplinary teams. Technical advisory services will also emphasize the need for disabled persons to be included in programmes designed to alleviate poverty and will indicate how this can be done. Promotional activities will include the dissemination of information through the publication of articles, a newsletter and a progress report, as well as the dissemination of documents on policy and technical topics. Information, advice and support will be provided to employers' and workers' organizations and to the multidisciplinary teams to ensure that the issue of equal opportunities for disabled persons is adequately integrated into their activities. Cases of progress in this field will be brought to the attention of the United Nations Commission for Social Development within the framework of the Commission's activities to monitor the implementation of the United Nations Standard Rules on the Equalization of Opportunities. Participation in international and national meetings will be used to advocate equality in training and employment. This work will be carried out in close collaboration with major programme 50 (International labour standards and human rights).

Country-level implementation strategies

70.50. The objective of this subprogramme is that member States will have an increased capacity to formulate and implement strategies which improve the access of disabled persons to training and employment, including self-employment.

Adapting vocational rehabilitation systems in economies in transition

70.51. In many countries, and particularly those which have undergone major changes in the structure of their economies and public services, traditional institutional solutions or social welfare approaches to rehabilitation are no longer affordable. As a result, many governments are interested in identifying less costly but effective alternatives to assist disabled persons to obtain skills and employment. The most promising alternatives involve the inclusion of disabled persons in programmes which are not designed specifically for them. The major obstacle to the implementation of these alternatives is the ineffectiveness of established social welfare and rehabilitation systems in preparing disabled persons for economic independence and in coordinating their programmes with the agencies and institutions which deal with training and employment services for the non-disabled population.

70.52. To address these problems, technical advisory services will be provided and guidelines prepared for the restructuring of rehabilitation services and the reassignment of responsibilities among the various actors at the government, NGO and community level, with a view to ensuring the integration of disabled persons into human resources development programmes. The guidelines will suggest how to involve employers' and workers' organizations in this process. In economies undergoing transition to a market economy, advisory services will focus on ensuring that disabled persons are included in retraining and self-employment programmes.

Service and support of technical cooperation

70.53. Although responsibility for service and support of technical cooperation projects will be transferred progressively to the field structure, this process is not expected to be completed during the biennium. During the biennium 1994-95, approximately 50 projects will be operational. They will be implemented in close collaboration with the regional offices and the multidisciplinary teams. Technical advisory services will be provided to strengthen the project support capacity of the teams and to supplement their work in matters requiring specialized inputs. Guidance will also be provided on questions of strategic importance. The provision of technical support and advisory services will also ensure that project implementation is consistent with overall ILO policy on the vocational rehabilitation and employment of disabled persons.

70.54. Assistance will be required for a range of activities including: the development of analytical and needs assessment methodologies; the design of programme management techniques; the production of training materials; the organization of training courses; the adaptation of training and work sites; the design and implementation of pilot credit schemes and business advisory services for self-employment; the planning of awareness-raising activities; the establishment of coordinating bodies; and the strengthening of the technical capacity of disabled persons' organizations.

Drug and alcohol prevention and rehabilitation programmes

70.55. The objective of this subprogramme is enhanced capacity in member States to prevent the abuse of drugs and alcohol at the workplace and to provide vocational rehabilitation to recovering addicts.

Developing workplace drug and alcohol prevention and assistance programmes

70.56. Following the adoption by the Conference in 1987 of the resolution concerning measures against drug and alcohol abuse in working and social life, the ILO has developed a number of projects to reduce the abuse of drugs and alcohol in the workplace and the community. This experience will be assessed and policies will be developed for drug abuse control which emphasize the reduction of both demand and supply. An important element of these policies will be the development of workplace programmes to prevent and reduce drug and alcohol abuse and the attendant problems of workers' health, absenteeism, accidents, productivity, labour/-management disputes, disciplinary action, dismissals, staff turnover and retraining.

70.57. A series of activities will be undertaken to develop workplace prevention and assistance programmes. These will include the compilation of an inventory of policies and programmes implemented by governments and employers' and workers' organizations. Exemplary approaches will be identified and used as the basis for an analytical paper of the action which has been undertaken in relation to drug and alcohol problems. This knowledge base will be used for the formulation of a set of standard training modules for incorporation into apprenticeship and technician training programmes. A set of guidelines on drug and alcohol-related issues will also be developed for occupational safety and health personnel, and a paper will be prepared for the promotion and implementation of drug and alcohol prevention and assistance programmes for small enterprises, with emphasis on productivity and human resources development. This work will form the basis for the preparation of briefing notes and the compilation of a reference package on workplace prevention and assistance programmes for the multidisciplinary teams.

70.58. The data and other knowledge generated in these studies will strengthen the programme's capacity to analyse drug and alcohol problems and to provide the appropriate technical advisory services to constituents. As a result, the ILO will be in a better position to contribute to the United Nations System-Wide Action Plan on Drug Abuse Control and the United Nations Decade against Drug Abuse (1991-2000). An important aspect of this work will be the promotion of workplace initiatives within the national master plans which are being developed by the United Nations International Drug Control Programme (UNDCP). Extra-budgetary resources will be used to support this work, which will be carried out in close consultation with programmes 65.2 (Entrepreneurship and management development), 70.3 (Vocational training systems management), 90.2 (Occupational safety and health) and 90.4 (Conditions of work and welfare facilities).

Developing vocational rehabilitation programmes for recovering addicts

70.59. A comprehensive manual for drug abuse control policy-makers covering major aspects of rehabilitation, such as policy formulation, programme design and delivery, will be issued in 1993. During the biennium 1994-95, the manual will be disseminated widely for use in technical advisory services and in technical cooperation projects. Briefing notes and a package of reference materials on vocational rehabilitation programmes for recovering addicts will be prepared for the multidisciplinary teams. The aim of these activities is to develop the rehabilitation phase of the demand reduction process in order to assist recovering addicts to become socially reintegrated through work and income-generating activities. These activities will contribute to the development of a people-centred approach and the rectification of inappropriate practices, such as criminalizing and punishing people suffering from addiction, by advocating their right to adequate treatment and rehabilitation and their protection from discrimination in employment once they have recovered from addiction. Training will play a central role in this context. Extra-budgetary resources will be sought to develop modular training materials and organize training workshops, which will target groups such as policy-makers, programme planners and service providers. Materials for training staff on income-generating activities for recovering addicts will also be prepared for use in technical cooperation projects. In view of the extensive involvement of NGOs in this field, ILO collaboration with regional, national and international NGOs will be strengthened, especially in the area of training. The modular training materials will be developed in close collaboration with the Turin Centre. Activities will also be carried out in close collaboration with UNDCP.

Tripartite Meeting of Experts on Standard Rules concerning Drugs and Alcohol in the Workplace

70.60. It is increasingly widely recognized by ILO constituents that workplace drug and alcohol prevention and assistance programmes are desirable means of protecting enterprise performance and workers' welfare. The convergence of interests among governments and employers' and workers' organizations provides encouragement for the adoption of health, safety, welfare and productivity-related measures. However, the multiplicity of policy issues involved, the dictates of national legislation and the influence of cultural values and attitudes, as well as management practices and issues relating to workers' rights, complicate policy formulation. In the absence of international instruments, agreement could be reached on a code of practice in the area of addiction management, which would reconcile management concerns for safety and productivity with the interests of workers' organizations in protecting workers from unfair treatment, dismissal and self-induced occupational risks. A draft code of practice will therefore be prepared in 1994, for submission to a tripartite meeting of experts which will be held for nine calendar days in Geneva in 1995, and will be attended by 21 participants appointed by the Governing Body and by 2 experts ($112,000). The draft code will cover issues such as: alternatives to disciplinary action; security of employment and promotion; confidentiality; the application of policy to all levels of the hierarchy; equal emphasis on prevention and assistance; responsiveness of programmes to gender, age and cultural factors; and linkage with community resources. The draft code will also pay special attention to the legal, ethical, privacy and human rights implications of drug testing and screening, for which no international framework or guidelines exist. The code will be a useful guide for collective bargaining and the development or amendment of national legislation. The Meeting will also consider whether it would be advisable to develop international labour standards on the subject or introduce appropriate elements into existing standards. This work will be carried out in cooperation with the major programmes 80 (Industrial relations and labour administration), 90 (Working conditions and environment), 225 (Employers' activities) and 230 (Workers' activities).

Technical cooperation

70.61. RBTC resources amounting to $264,900 will be used primarily to provide policy and technical advisory services to member States to facilitate the application of ILO instruments concerning the vocational rehabilitation and employment of disabled persons. They will also be used to finance policy seminars to promote equality of training and employment opportunities. Training will be provided for decision-makers in governments, employers' and workers' organizations and relevant NGOs in order to promote the effective implementation of disability and drug-related strategies.

70.62. Extra-budgetary expenditure for technical cooperation projects is expected to reach some $9.4 million in the biennium 1994-95. UNDP resources are expected to decrease, while multi-bilateral resources, including resources from UNDCP, will account for a larger share of the programme. The programme's role in technical cooperation related to vocational rehabilitation will be to provide guidance and technical support to governments seeking to provide increased vocational training and employment opportunities to disabled youths and adults within the constraints imposed by structural adjustment programmes. Technical support will be provided for the development of new approaches, especially to promote the integration of disabled persons in vocational skills training and employment-creation projects. This will entail increased collaboration with other technical major programmes and an expansion of disability-related activities within the overall ILO technical cooperation programme. The programme's role in technical cooperation related to drugs and alcohol will continue to focus on supporting the exchange of information, policy development and staff training. Emphasis will also be placed on the development of demonstration programmes for workplace initiatives to prevent and reduce drug and alcohol problems, and for community-based approaches to rehabilitation and the social reintegration of recovering addicts.

Major Programme 70. Training

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
70.1. DEPARTMENTAL MANAGEMENT										
PROGRAMME MANAGEMENT AND SUPPORT	4/00	5/00	907,044	38,000	945,044	-	-	-	-	-
1994-95 TOTALS	**4/00**	**5/00**	**907,044**	**38,000**	**945,044**	-	-	-	-	-
1992-93 TOTALS	**4/00**	**3/04**	**797,114**	**93,334**	**890,448**	-	**1/01**	**75,647**	**4,780**	**80,427**
70.2. TRAINING POLICIES AND PROGRAMME DEVELOPMENT										
DEVELOPING COMPREHENSIVE TRAINING POLICIES & STRATEGIES AT THE NATIONAL & SECTORAL LEVELS	6/06	2/00	942,510	118,000	1,060,510	-	-	-	-	-
TRAINING POLICIES IN SUPPORT OF EQUITY, POVERTY ALLEVIATION AND THE DISADVANTAGED	2/01	-	257,325	57,000	314,325	-	-	-	-	-
PROMOTION OF ILO STANDARDS AND TRIPARTISM IN HUMAN RESOURCES DEVELOPMENT	0/11	-	113,223	34,000	147,223	-	-	-	-	-
INFORMATION AND DOCUMENTATION ON TRAINING	0/10	3/00	312,414	10,000	322,414	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	60,000	60,000	-	-	-	2,479,000	2,479,000
PROGRAMME MANAGEMENT AND SUPPORT	1/06	5/00	535,528	-	535,528	-	-	-	-	-
1994-95 TOTALS	**11/10**	**10/00**	**2,161,000**	**279,000**	**2,440,000**	-	-	-	**2,479,000**	**2,479,000**
1992-93 TOTALS	**8/04**	**6/07**	**1,489,001**	**178,215**	**1,667,216**	**0/05**	**2/03**	**208,578**	**1,714,363**	**1,922,941**

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
70.3. VOCATIONAL TRAINING SYSTEMS MANAGEMENT										
PUBLIC SECTOR TRAINING COMPETENCE	5/01	2/00	767,529	37,000	804,529	-	-	-	-	-
ENHANCING THE SKILLS DEVELOPMENT CAPACITY OF EMPLOYERS AND PRIVATE TRAINING INSTITUTIONS	2/06	1/00	378,618	22,000	400,618	-	-	-	-	-
VOCATIONAL TRAINING FOR VULNERABLE GROUPS	2/06	1/00	378,618	19,000	397,618	-	-	-	-	-
SERVICE AND SUPPORT OF TECHNICAL COOPERATION	3/00	3/00	580,032	40,000	620,032	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	150,000	150,000	-	-	-	24,011,000	24,011,000
PROGRAMME MANAGEMENT AND SUPPORT	1/09	2/00	355,809	36,100	391,909	5/00	7/00	1,106,376	37,277	1,143,653
1994-95 TOTALS	**14/10**	**9/00**	**2,460,606**	**304,100**	**2,764,706**	**5/00**	**7/00**	**1,106,376**	**24,048,277**	**25,154,653**
1992-93 TOTALS	**21/00**	**13/08**	**3,548,152**	**436,094**	**3,984,246**	**11/06**	**10/00**	**2,118,714**	**39,980,772**	**42,099,486**
70.4. VOCATIONAL REHABILITATION										
EQUITY-ORIENTED POLICIES	3/07	-	442,599	43,000	485,599	-	-	-	-	-
COUNTRY-LEVEL IMPLEMENTATION STRATEGIES	2/07	-	319,083	16,500	335,583	-	-	-	-	-
DRUG AND ALCOHOL PREVENTION AND REHABILITATION PROGRAMMES	2/01	-	257,325	142,000	399,325	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	264,900	264,900	-	-	-	9,399,000	9,399,000
PROGRAMME MANAGEMENT AND SUPPORT	0/05	3/03	278,406	10,369	288,775	0/10	2/09	294,957	70,167	365,124
1994-95 TOTALS	**8/08**	**3/03**	**1,297,413**	**476,769**	**1,774,182**	**0/10**	**2/09**	**294,957**	**9,469,167**	**9,764,124**
1992-93 TOTALS	**8/08**	**2/09**	**1,262,499**	**334,501**	**1,597,000**	**1/10**	**1/03**	**313,731**	**10,019,133**	**10,332,864**

Major Programme 75. Turin Centre

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
TURIN CENTRE	-	-	-	4,219,510	4,219,510	-	-	-	-	-
1994-95 TOTALS	-	-	-	**4,219,510**	**4,219,510**	-	-	-	-	-
1992-93 TOTALS	-	-	-	**4,219,510**	**4,219,510**	-	-	-	-	-

75.1. The Turin Centre's Development Plan for the five-year period 1991-95 was adopted by the Board of the Centre in November 1990 and endorsed by the Governing Body in February 1991. In keeping with the decisions taken at that time, the Centre has become the International Training Centre of the ILO, and Article I of its Statute has been amended to provide the following description of its new mission: "to provide training activities at the service of economic and social development in accordance with, and through, the promotion of international labour standards. Its training activities, elaborated within the framework of the technical cooperation of the ILO, the United Nations system and other international organizations, are mainly addressed to people in senior positions in their member States".

75.2. The Development Plan renews the Centre's mission, with three major orientations:

- to mobilize and make accessible, through training activities, the values, standards, experience and competence acquired by the ILO;
- to serve as a vehicle and a principal tool of the ILO and of other United Nations agencies to institute a policy and a programme for the training and retraining of human resources which effectively supports developments in the field of technical cooperation: these developments, with their new principles and modalities, mean that beneficiary countries are the principal agents of cooperation;
- to participate in the creation and animation of a truly cooperative network between regional and national training institutions in support of development.

75.3. The prime importance accorded in the Plan to the harmonization of the Centre's programmes with those of the ILO has already taken concrete form through a substantial increase in jointly designed and executed activities. This trend will be further enhanced over the course of the biennium 1994-95. Moreover, as a general rule the Centre's courses now comprise a training module devoted to international labour standards. The Centre's technical capabilities in the design of training materials have been considerably strengthened and are in keeping with the growing needs of the Office's technical major programmes. The Centre is also recognized as an important and useful training instrument of the United Nations system. In this connection, the programme designed for the system's senior officials on the management of field coordination forms the platform on which a wider and more diversified programme will be constructed to meet the training requirements for the management of technical cooperation and the execution of programmes and projects at the national level. The Centre also continues to be entrusted with the administration of individual fellowships as part of the ILO's technical cooperation programme.

75.4. Thirty per cent of the Turin Centre's budget is composed of the fixed contributions made by the Government of Italy and by the ILO, plus the voluntary contributions made by the Governments of Switzerland and France. The Italian Government contribution for the biennium 1992-93 should amount to approximately $14 million. Taking account of budgetary constraints, it is proposed that the ILO's contribution be maintained at the same level as in the biennium 1992-93, namely $4,219,510 in real terms. However, this amount will be adjusted for cost increases and inflation and will maintain its value in United States dollars. The Centre also expects to receive approximately $39 million during the biennium 1994-95 from extra-budgetary resources.

75.5. The Centre's activities will remain largely dependent upon external demand for training, its capacity to respond to the training market conditions and to the award of specific projects financed by donors such as the Government of Italy, UNDP, development banks, the Commission of the European Communities and beneficiary States themselves.

Activities linked to the ILO regular programme

75.6. With regard to its regular programme, which benefits from the direct support of the ILO through RBTC resources and of the Government of Italy, the Turin Centre is in a better position to set out its own objectives and determine the content of its training activities in line with the ILO's priorities for the biennium.

75.7. The Centre's activities during the biennium 1994-95 will be designed to achieve the following four objectives:

a) *Strengthened capacity of the social partners to dialogue with each other and build constructive professional relations.* This objective covers training projects and activities on industrial relations institutions and mechanisms, and the content of social dialogue. Particular emphasis will be placed on the promotion and representation of women. In order to meet this objective, the Centre will strengthen its workers' education programme, consolidate its training activities for officials in employers' organizations and organize a biennial programme of high-level tripartite seminars and technical workshops.

b) *Equality of opportunity and treatment for women workers and their access to training and employment.* Training activities will cover the application of international labour standards relating to the rights of women, the access of women to vocational training, the establishment of mechanisms to promote equality of opportunity and treatment, the application of procedures to determine the distribution of jobs, wage differentials and the analysis of the causes of segregation at the workplace.

c) *Strengthened decision-making capacity of government officials, especially those concerned with the operation of social protection mechanisms and measures adopted by member States to create productive employment and improve working conditions.* Training and retraining activities will be designed in close collaboration with major programmes 60 (Employment and development), 65 (Enterprise and cooperative development), 70 (Training), 90 (Working conditions and environment) and 110 (Social security). Priority will be given to member States in which adjustment policies and the transition to a market economy have had particularly negative social consequences.

d) *Support for the evolution of multilateral technical cooperation by the United Nations.* During the biennium 1994-95, the Turin Centre will undertake a training programme for government officials and the officials of the UN specialized agencies. The objective of this programme is to facilitate the transfer of responsibility to member States for managing the development process and technical cooperation. A further objective will be to support the ILO's technical cooperation activities and its reformed means of action, based on the principle of active partnership with member States and a more significant presence in member countries.

International labour standards and human rights

75.8. The joint activities of major programme 50 (International labour standards and human rights) and the Centre have been consolidated on a new basis since 1991. The joint programme of activities for the biennium 1994-95 reflects this synergy in a number of ways:

a) the intensive use of the training module on international labour standards and development at most of the courses given by the Centre;

b) the systematic organization of short training and information sessions on the mechanisms for the application of standards, for supervising the application of specific standards, and for coordination between standard-setting activities and technical cooperation;

c) the dissemination of the multi-media module on standards concerning the rights of women workers and equality of opportunity in a series of tripartite workshops for the regions;

d) in accordance with the decisions of the Conference and the Governing Body, the organization of a training course on the formulation and application of standards, and particularly those relating to equality of opportunity and treatment, for trade union officials and employers from South Africa; and

e) the organization, partly in Turin, of the annual training session on international labour standards for officials of national administrations.

75.9. The cost of the above programme will in part be covered by RBTC resources and in part by extra-budgetary financing.

Employment and development

75.10. The programme of joint activities with major programme 60 (Employment and development) has the following priorities:

a) activities to improve the effectiveness of labour market policies and the functioning of the labour market, in collaboration with major programmes 70 (Training) and 80 (Industrial relations and labour administration);

b) initiatives for the creation of productive employment in urban areas, in collaboration with major programme 70 (Training) and the interdepartmental project on the Informal sector;

c) joint activities planned with programme 60.5 (Migration and population).

75.11. Other collaboration will relate to the training components of employment-creation projects in specific economic sectors, human resources development activities in labour-intensive programmes and new approaches to employment planning.

Active labour market policies

75.12. The Centre's activities in this field will emphasize the operation of employment services and offices and their links with training systems. Several tripartite courses will be organized during the biennium 1994-95 on information systems (the collection, analysis, dissemination and utilization of information) for labour market analysis.

75.13. Labour market regulations, including measures to counteract the marginalization of disadvantaged groups (young persons, the disabled, women, and the long-term unemployed) through employment creation, productivity and investment, are at the centre of a debate which has been made more topical by current adjustment measures and the transition to market economies. In support of the work carried out by major programme 60 (Employment and development), the Centre will organize a high-level tripartite meeting to draw conclusions from analyses of this subject and prepare training activities by region and subregion for government officials, officials of trade unions and of employers' organizations. A pilot course will be organized for each of the social partners, one as part of the workers' education programme and the other for employers' organizations.

75.14. In cooperation with major programme 60 (Employment and development) the Centre will organize a seminar to review the operation and administration of the structural and social funds which are frequently established when structural adjustment policies are adopted. This high-level seminar will be prepared in collaboration with the relevant major programmes of the ILO, the Commission of the European Communities and the World Bank.

Employment and training in the informal sector

75.15. The participation of the Turin Centre in the interdepartmental project on the Informal sector (programme 140.3) and its cooperation with the major programmes concerned will be focused on the third phase of the project. Meetings and seminars, particularly for African, Latin American and Asian and Pacific countries and the Arab States will be organized with a view to achieving a consensus and obtaining the commitment of governments and the social partners in support of the practical programmes and measures proposed by the Office. The Centre's activities will also aim to bring together the leaders of employers' and workers' organizations in order to examine their specific role in the implementation of these measures.

Population and migration

75.16. The analysis of demographic factors and their impact on employment and social protection policies for workers is one of the priorities of programme 60.5 (Migration and population). Based on the broad experience acquired by the Organization in this field, several training courses will be organized on the relationship between demographic, economic and social factors and their impact on the working and living conditions of workers.

75.17. The acuteness of the problems raised by migratory movements within and outside national frontiers will be one of the dominant themes of the ILO in the years to come. The Turin Centre will therefore collaborate actively with major programme 60 (Employment and development) in the organization of seminars and workshops on assistance strategies and technical cooperation, taking into account the relationship between education, social and employment policies and migratory movements in sending and receiving countries.

Training policies and the management of training systems

75.18. Emphasis in this field will be placed on: the new requirements arising out of the adaptation of training systems to adjustment policies and sectoral restructuring; the need for increased efficiency of these systems, particularly from the point of view of their costs and matching training supply to labour market needs; and the need for new methods of financing and incentives to facilitate access to training and improve supervision of the quality of training. During the biennium, the Centre will associate the social partners more closely with the objectives of the programme by designing more training activities for them.

Training policies

75.19. One of the major initiatives of major programme 70 (Training), with which the Centre has been actively associated since 1991 through the high-level seminars organized in Turin and Africa, is the formulation of guidelines on various key aspects of training policy. These guidelines cover the analysis of training policy, the relationship between labour market policies and training policies, the respective roles of the State and the private sector in designing training policies, the creation of a favourable environment for training for vulnerable groups, equality of opportunity and treatment in access to training, and the role of employers' and workers' organizations in the design and implementation of training policies. These materials will be used for the provision of advisory services to member States and the organization of specific courses.

75.20. The Turin Centre will undertake a series of courses on the analysis of training policies for government officials (from ministries of labour, economy and finance) and for the officials of public training institutions. These courses will be organized respectively for the Arab States, countries in the Caribbean subregion, member States of the Southern African Development Coordination Conference, Central America, Mexico and Central and Eastern Europe. Subject to the availability of extra-budgetary resources, courses will also be held in member States which are involved in regional or subregional integration. On an experimental basis, a course on the analysis of training policies will be included in the Centre's workers' education programme. A similar initiative is planned for employers' organizations. These activities will take into account the outputs of the missions undertaken by major programme 70 (Training) on training strategies.

Effective management of training systems

75.21. Under major programme 70 (Training) emphasis is placed on analysing the various measures through which the internal and external efficiency of vocational training systems can be increased, and will publish a practical manual on the implementation of these measures. This work will lead to the preparation of a set of training materials by the Centre which will provide a basis for new courses. These training materials will take into account the work undertaken with major programme 100 (Sectoral activities) on the forward-looking management and training of human resources in the public administration.

75.22. The Centre will also collaborate with major programme 70 (Training) in the design and management of training and retraining programmes for displaced workers and the long-term unemployed. It will be associated with the development of training materials and manuals and will test them in pilot courses for the directors of training institutions and managers of employment services or offices. These activities will also involve collaboration with major programme 80 (Industrial relations and labour administration) on the role of employment services and offices in the design of vocational retraining programmes to promote self-employment.

Vocational training and the promotion of equality

75.23. As a follow-up to the work of the 1992-93 interdepartmental project on Equality for women in employment, one of the Centre's activities will aim to promote equality of opportunity and treatment for women in respect of access to training through pilot activities undertaken in the regions. It is also planned to organize an international forum on this topic during the biennium 1994-95, subject to the availability of extra-budgetary resources.

New teaching techniques and methods for the creation of self-employment

75.24. In the developing countries, which are faced with massive training needs, and in countries which are reforming their vocational training system, an increasing number of institutions are considering the adoption of new techniques and methods, such as open training, remote training and the use of new training technologies. These technical and financial decisions have to be based on as thorough an evaluation as possible, since the new technologies require specialization and a particular effort for the development of training programmes. The Centre will continue its research programme in this area and, through the assistance of several constituents, including the European Communities, will be able to use aids and teaching materials on these new training technologies. The Centre will also assist major programme 70 (Training) in the extensive application of training methods to promote self-employment, such as training for remunerative rural activities.

Vocational rehabilitation

75.25. In the past, cooperation between the Turin Centre and programme 70.4 (Vocational rehabilitation) has mostly been limited to ad hoc training activities and the development of training materials. However, more substantial cooperation has focused on prevention and assistance activities relating to drug and alcohol abuse, with the assistance of the European Communities and in collaboration with programme 90.4 (Conditions of work and welfare facilities). New activities on this issue will be undertaken during the biennium 1994-95, subject to the availability of extra-budgetary resources.

Management training

75.26. The volume and diversity of the Centre's activities relating to management training are increasing. These activities are given priority in all regions, taking into account the prevailing social and economic situation. Collaboration with major programme 65 (Enterprise and cooperative development) will concentrate on the following issues:

a) assistance to intermediary institutions (training institutes, management development centres, associations of entrepreneurs and chambers of industry and commerce) whose role is to promote the creation of enterprises and provide them with management training and technical assistance;
b) enterprise management and productivity improvement;
c) the training of advisers and trainers;
d) the preparation and testing of training materials.

75.27. The activities of the Centre in this context will be directed mainly towards small and medium-sized enterprises. At the end of the biennium 1992-93, the Centre will have at its disposal a set of training materials for enterprises, in the form of training modules on: the automated simulation of the management of small and medium-sized enterprises; job analysis; the analysis and design of job classification systems; and a practical guide on the creation of enterprises. The objectives of these activities will be: the promotion of productivity; the organization of advisory services within the enterprise; research into the management techniques applied by the most successful enterprises; and the development of a training module on environmental management for enterprises. The experience acquired by the Centre concerning the promotion of entrepreneurship among women will provide the methodological basis for the inclusion of gender aspects in these programmes. Particular emphasis will be given, in collaboration with major programme 60 (Employment and development), to the preparation of projects to assist the creation of enterprises by returning migrant workers, especially in the Arab States and the Asian and Pacific region.

Cooperatives

75.28. Cooperation with programme 65.3 (Cooperatives) will be diversified by redirecting training activities towards the new priorities of the programme and by using the Centre for the preparation of training materials to support technical cooperation activities.

Working conditions and environment

75.29. In the field of occupational safety and health, emphasis will be placed on extending occupational safety and health services to small and medium-sized enterprises. The Centre will test the training materials designed by major programme 90 (Working conditions and environment) in courses and pilot seminars for officials and trainers in occupational health services. This subject will also be covered by the workers' education programme. The Centre will examine the possibility of preparing a seminar on the role which can be played by employers' organizations in the promotion of occupational safety and health in small and medium-sized enterprises.

75.30. Activities will continue to be undertaken in collaboration with major programme 90 (Working conditions and environment) for the improvement of working conditions in small enterprises, and will place emphasis on the relationship between improved working conditions and productivity. These activities will include the training of trainers, particularly in Latin America.

75.31. The Centre will also be associated with activities relating to the progressive abolition of child labour, and particularly the design and production of information and training materials for information campaigns, courses and seminars on this subject.

75.32. Training activities will be undertaken on protecting the dignity of men and women workers at the workplace as a follow-up to the 1992-93 interdepartmental project on Equality for women in employment and in collaboration with major programme 90 (Working conditions and environment) and the regional major programmes.

Social security

75.33. Expanded collaboration with major programme 110 (Social security) will include: the extension and updating of a set of training materials combining the social security expertise of the major programme and the training expertise of the Centre; the application of these materials, in modular form, in jointly designed courses and in integrated training activities in technical assistance programmes. In view of the considerable importance acquired by social security in the context of adjustment measures and the transition to a market economy, and the increased training and retraining needs of social security officials, the Turin Centre will aim to consolidate collaboration with this major programme over the biennium 1994-95.

Industrial relations and labour administration

75.34. Collaboration with major programme 80 (Industrial relations and labour administration) will be strengthened so as to make available to the major programme the Centre's support for the design and organization of tripartite training activities and study courses in order to compare industrial relations systems. Training will also focus on the participation of women and how to improve women workers' rights through collective bargaining. Together with training on collective bargaining, this will form an integral part of the Centre's workers' education programme. Similar activities are planned for employers' organizations.

75.35. The main priority of collaboration with programme 80.3 (Labour administration) is the training of managers and officials of employment services and offices. Great importance will be attached to the use of information systems to achieve a better understanding of labour supply and demand as a basis for short- and medium-term training policies.

Labour information and documentation

75.36. Collaboration with major programme 120 (Labour information and statistics) will cover labour market information systems, with particular emphasis on training activities in the field of documentation and information with the aim of strengthening capacity to gain access, compile, process and disseminate information on the various aspects of the world of work.

Training activities for officials and trainers of employers' and workers' organizations

75.37. The workers' education programme undertaken by the Centre has been designed and evaluated for many years in consultation with major programme 230 (Workers' activities) and the Workers' group of the Governing Body of the ILO. This programme of courses will be strengthened in cooperation with programme 230.2 (Workers' education) and the technical major programmes with a view to focusing on the priority themes adopted by the Governing Body for the biennium 1994-95.

75.38. In the same spirit, specific activities will be undertaken to consolidate the programme of activities undertaken by the Centre for employers' organizations. These activities will take into account, in consultation with major programme 225 (Employers' activities) and the International Organization of Employers (IOE), the priorities identified for the various regions. Emphasis will be placed on measures which promote a more significant participation of women in employers' organizations.

75.39. The Centre hopes to obtain extra-budgetary resources, particularly from the European Communities, to expand these activities.

Role of the Centre in the evolution of technical cooperation

75.40. Support for the evolution of technical cooperation activities, which place the beneficiary member State in the position of being the principal executing agent of programmes and projects, is one of the priority objectives of the Centre. Moreover, the use of the capacity of the Centre by other United Nations agencies, which has long been discussed and was included in the Development Plan for 1991-95, has resulted in an extension of the mandate of the Centre. It has enabled the Centre to become involved in the preparation and direct execution of projects and the formulation of training activities requested by UNDP, the World Bank, regional development banks, the specialized agencies of the United Nations and the Commission of the European Communities.

75.41. Within this context, training materials will be prepared in support of projects and training activities to strengthen capacity for the management, supervision, evaluation and coordination of technical assistance by member States. The implementation of these projects and training activities in Turin and at the country level will be given high priority. High-level seminars designed for UNDP resident coordinators and officials from United Nations agencies will also be organized with a view to developing inter-institutional coordination mechanisms.

75.42. These activities are based on the close working relations maintained between the Centre and major programme 150 (Development cooperation). This gives the Centre priority access to information on technical and administrative developments in international institutions and national development assistance agencies. It also strengthens the role of major programme 150 in reforming the means of action of the ILO, with the new orientation towards active partnership and the sustained presence of the ILO in the field through the decentralization of its technical structures and administrative management. The Centre will fulfil this role through the organization of further training and courses for ILO staff, which will be designed in close collaboration with major programmes 150 (Development cooperation) and 200 (Programming and management).

Major Programme 80. Industrial Relations and Labour Administration

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFESSIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
80.10	DEPARTMENTAL MANAGEMENT	2/00	3/00	514,356	549,324	1,063,680
80.20	LABOUR LAW AND LABOUR RELATIONS	30/11	16/00	4,935,951	286,323	5,222,274
80.30	LABOUR ADMINISTRATION	12/11	8/03	2,171,496	193,561	2,365,057
1994-95	**TOTALS**					
	REGULAR BUDGET	45/10	27/03	7,621,803	1,029,208	8,651,011
	OTHER SOURCES	2/01	0/02	268,963	9,384,670	9,653,633
1992-93	**TOTALS**					
	REGULAR BUDGET	48/06	27/03	7,960,087	1,118,543	9,078,630
	OTHER SOURCES	1/03	2/06	328,965	6,313,605	6,642,570

80.1. The objectives of this major programme are to promote:

a) sound systems of labour relations, both collective and individual, including remuneration policies and practices, which are fully consistent with ILO principles and take account of the needs and capabilities of member States;
b) appropriate legal frameworks for labour matters;
c) enhanced tripartism;
d) improved effectiveness of labour administration in member States; and
e) wider observance of the Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy.

80.2. It is a general objective of this major programme to achieve enhanced recognition and implementation of the basic principles of democracy, non-discrimination, equality of opportunity and protection of workers. These themes are constant and essential to all the work of the major programme.

80.3. An extensive programme of assistance to countries wishing to undertake a total or partial revision of their labour laws is one of the principal ways in which this major programme will contribute to the promotion and application of international labour standards, particularly basic standards guaranteeing the principles of freedom of association, freedom from forced labour and freedom from discrimination in employment. The legal work of this major programme and the provision of advice and assistance in the areas of industrial relations and labour administration play an important role in the establishment and strengthening of the frameworks and institutions which are necessary to underpin and consolidate democratic principles and systems.

80.4. The promotion of tripartism and effective industrial relations systems, in which free and independent workers' and employers' organizations can play an active role, includes remuneration policies and practices which are fully consistent with ILO principles and standards and take account of the needs and capacity of member States. The activities of the major programme in this area will be designed to enhance the active participation of the social partners and increase their capacity to play a more effective role in the formulation of social and economic policies.

80.5. The assistance provided to member States under this major programme for the development of effective systems of labour administration will also be designed to reinforce and extend the coverage of labour inspection and to support the work of national employment services.

80.6. For reasons explained in the Introduction, the resources provided for many of the technical major programmes are somewhat lower than in the previous biennium. The resources provided for this major programme have decreased by $428,000. This decrease consists of a reduction of 2/08 Professional work-years, a slight decrease of $9,000 in staff at actual cost, and a decrease of $89,000 in non-staff costs (mainly for external collaboration).

80.7. As mentioned in the Introduction, the structure of this major programme has been reorganized to take account of the need to strengthen the Office's activities in the fields of labour law, labour relations and labour administration. In order to achieve this goal, while respecting the overall resource constraint, the work related to multinational enterprises will no longer be covered by a separate programme, but will be carried out as a subprogramme of programme 80.2 (Labour law and labour relations). Of the 6/10 Professional work-years associated with the Multinational enterprises programme in the biennium 1992-93, 2/00 work-years are now shown under the new subprogramme with the same name. 4/00 Professional work-years have been added to the other subprogrammes under the Labour law and labour relations programme and 0/10 work-year has been added to reinforce the Labour administration programme. The General Service and non-staff costs are also to be used to strengthen the remaining programmes in this major programme. The comparative resources for the biennium 1992-93 in the table at the end of this description of activities reflect these transfers.

80.1. Departmental management

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	2/00
GENERAL SERVICE WORK-YEARS	3/00
NON-STAFF COSTS	$549,324
TOTAL	**$1,063,680**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	-
GENERAL SERVICE WORK-YEARS	0/02
NON-STAFF COSTS	$10,000
TOTAL, EXCLUDING TECHNICAL COOP.	**$21,638**
TECHNICAL COOPERATION	-

80.8. Provision is made under this programme for the director of the department and secretarial support. The RBTC provision of $526,000 shown under this programme will be used to fund activities described under the respective programmes.

80.2. Labour law and labour relations

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	30/11
GENERAL SERVICE WORK-YEARS	16/00
NON-STAFF COSTS	$286,323
TOTAL	**$5,222,274**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	0/09
GENERAL SERVICE WORK-YEARS	-
NON-STAFF COSTS	-
TOTAL, EXCLUDING TECHNICAL COOP.	**$92,637**
TECHNICAL COOPERATION	$1,365,000

80.9. The objectives of this programme are: the adoption and implementation of labour laws, the establishment and effective operation in member States of tripartite arrangements and labour relations systems, and the formulation and implementation of remuneration policies consistent with ILO standards; and the wider application of the Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy. With a view to contributing as effectively as possible to the solution of the problems arising from the major political and economic changes which are occurring in many countries, the activities of the programme will be designed in particular during the biennium 1994-95 to assist member States which are engaged in processes of democratization, transition to a market economy or structural adjustment. The aim of these activities will be to consolidate tripartism and adapt labour laws, labour relations systems and remuneration policies to the new type of society chosen by member States and to help them design structural adjustment policies which best reconcile the requirements of economic development with those of social protection. Assistance will also be provided to member States in their efforts to promote equality of opportunity and treatment, and particularly equality between men and women workers.

80.10. In order to meet these objectives, the activities of the programme will include the provision of technical advisory services, the execution of technical cooperation projects and the dissemination of information on issues relating to labour law, labour relations, personnel policy and remuneration. Training activities will be organized in the fields of collective bargaining and dispute settlement. Regional, subregional and national seminars will be held on issues of labour law, labour relations and remuneration.

80.11. The programme's activities will be directly or indirectly related to the priority themes of support for democratization, combating poverty and the protection of workers. Activities in the fields of labour legislation, labour relations and multinational enterprises are intended to assist member States which have embarked on a policy of democratization to establish the necessary legal framework to ensure respect for fundamental rights, adequate protection of workers' rights, and the tripartite institutions required for constructive labour relations, which are essential aspects of any democratic system. The work related to the drafting and revision of labour legislation and remuneration will contribute to the fight against discrimination and to achieving equality of rights between men and women. The work on labour legislation and the activities planned in the fields of labour relations, remuneration and multinational enterprises relate to the issue of the protection of workers in general and that of migrant workers in particular.

80.12. Emphasis will be placed on the multidisciplinary nature of the activities covered by the programme whenever appropriate. This will take the form of collaboration with major programmes 50 (International labour standards and human rights), 60 (Employment and development), 65 (Enterprise and cooperative development) and 90 (Working conditions and environment). The activities of the programme will also be carried out in close cooperation with the regional departments and the multidisciplinary teams, which will be provided with documentation and technical advice.

80.13. Following a reorganization of the work of the programme, the former Collective bargaining and labour disputes settlement, and Workers' participation and personnel policies subprogrammes have been combined under the Labour legislation and individual employment relations subprogramme. Activities concerning multinational enterprises are shown under the Multinational enterprises subprogramme.

80.14. Provision is made for standards-related activities, including the examination of government reports on the application of those Conventions which fall within the scope of the programme. Administrative support will also continue to be provided to the International Industrial Relations Association (IIRA), through which the ILO gains access to the industrial relations expertise of academics and practitioners around the world in support of its research and technical cooperation activities.

Labour legislation and individual employment relations

80.15. The principle objective of this subprogramme is the adoption by member States of labour legislation which is better adapted to their changing needs, to their social, economic and cultural situation and to international trends regarding the protection of workers, and which is in greater conformity with their obligations under the ILO Conventions that they have ratified. Further objectives of the subprogramme are the adoption of rules and practices governing individual employment relationships and procedures for the settlement of individual labour disputes which conform to ILO principles and standards and are better adapted to the needs of workers and employers in each country.

Assistance to member States for the revision of labour legislation

80.16. The means of action used to assist member States with the revision of their labour legislation include: the provision of experts for technical cooperation; the provision of technical advisory services; the submission of draft legislation prepared by headquarters specialists; and the submission of technical comments on legal texts prepared by national experts. The work of the subprogramme includes participation in seminars organized by governments to discuss current or planned legislative reforms, with a view to providing guidance at the time when changes in the law are being conceived.

80.17. In view of the political and economic changes confronting many countries and the consequent need to reform their institutions and labour legislation, the substantial increase in the demand for services provided to member States over recent years for the revision of labour legislation is likely to continue. The ILO's international standards, acquired experience, tripartite nature and mandate give it considerable moral authority in this field. In order to be able to respond to the requests of ILO constituents, the provision for advisory services and technical cooperation will be substantially increased, while other means of action, such as research, will be reduced.

80.18. In support of the above activities, information will be collected, analysed and disseminated on the following subjects: the harmonization of labour legislation in the process of economic integration; the termination and suspension of the employment relationship; new forms of employment; employment and income protection in enterprises experiencing difficulties; sanctions relating to labour legislation; labour standards in export processing zones; and the operation of labour tribunals.

Compilation of labour law provisions

80.19. With a view to improving its capacity to assist member States in the revision of their labour legislation, a compilation will be made of well-conceived national legislative provisions which conform to ILO standards and present a diversity of approaches to the subjects concerned. This will make it easier for constituents, as well as ILO experts and officials, when advising on the revision of legislation, to draw on the approaches adopted in different legislative systems. The compilation of provisions concerning wages already completed will be extended during the biennium to the termination of employment. This work will supplement the general survey under article 19 of the ILO Constitution which is to be carried out by the Committee of Experts on the Application of Conventions and Recommendations during the biennium on the application of the Termination of Employment Convention (No. 158) and Recommendation (No. 166), 1982. The compilation will be extended in subsequent biennia to other subjects, including the contract of employment and apprenticeship, suspension of the employment relationship, maternity protection and leave, trade union rights, collective bargaining and labour disputes. This activity will be carried out in collaboration with major programme 50 (International labour standards and human rights), and in particular with programme 50.5 (Labour law information). It is planned to constantly update the compilation.

Seminars on the promotion of standards

80.20. In cooperation with major programme 50 (International labour standards and human rights) and the multidisciplinary teams, subregional tripartite seminars will be organized to examine the law, practice and problems relating to security of employment and income in the light of solutions set out respectively in the Termination of Employment Convention (No. 158) and Recommendation (No. 166), 1982, and in the Protection of Workers' Claims (Employer's Insolvency) Convention (No. 173) and Recommendation (No. 180), 1992. These seminars will examine, among other matters, the balance to be sought between the need to protect workers and to ensure the efficiency of enterprises, as well as the best ways of obtaining such a balance. Provision is made under the subprogramme for the preparation of the seminars and the related technical papers; at least one seminar in either Africa or in Latin America will be financed by RBTC funds, and extra-budgetary resources will be sought for an additional seminar.

Labour relations

80.21. The general objective of this subprogramme is the adoption or improvement by member States of labour relations systems which are consistent with ILO principles and standards. These systems should give the social partners the greatest possible opportunity to exert their influence at various levels and permit the effective determination of wages and working conditions through mutual agreement, as well as the settlement of any disputes which may arise in this process. This entails the adoption by member States of effective systems for: tripartite consultation at the national level; collective bargaining at various levels; the settlement of labour disputes; workers' participation at the enterprise level; and the development of personnel policies. During the biennium 1994-95, emphasis will be placed on the role of tripartite labour relations systems and practices in dealing with the social dimensions of structural adjustment, in supporting democratization and transition to a market economy, and in promoting equality between men and women.

Assistance to constituents

80.22. An increasing number of requests are being received for the provision of information and advisory services and for the organization of seminars, training courses and study tours. Requests for assistance most frequently concern: the establishment of effective tripartite consultation and collective bargaining systems; the training of negotiators; the methods for workers' participation in decision-making and the relationship between participation and collective bargaining; the means of achieving orderly industrial relations in the context of a multiplicity of employers' and trade union organizations; the establishment of appropriate conciliation, mediation and arbitration systems and the training of conciliators, mediators and arbitrators; and the reform of personnel policies and personnel management methods. In order to respond to these requests resources for research have been reduced and resources for technical advisory services, technical cooperation and the collection and dissemination of information have been increased.

Labour relations, wages and competitiveness

80.23. Enterprises all over the world are under growing pressure to increase their productivity and competitiveness as a result of international competition, structural adjustment and technological innovations. The ILO is being requested increasingly to provide information and advisory services, and to organize national and subregional tripartite seminars on how better labour relations can contribute to increased productivity and competitivity. In order to respond to these requests, information will be collected and analysed on the many aspects of this issue. This information will be used in technical advisory services and seminars and will be disseminated to governments and employers' and workers' organizations. The information will show how measures related to pay systems, job demarcation, job security, working time, work organization, involvement of workers in improving quality and efficiency, and training, have contributed to increased productivity and competitiveness in the various countries. This work will be carried out in close coordination with programmes 65.2 (Entrepreneurship and management development), and 90.4 (Conditions of work and welfare facilities). At least one seminar will be financed from RBTC funds and extra-budgetary resources will be sought for other seminars.

Tripartite consultation and structural adjustment

80.24. Papers will be prepared in support of technical advisory services and seminars to promote effective tripartite consultation in the formulation and implementation of structural adjustment policies in developing countries, countries engaged in a process of democratization, or undergoing transition to a market economy. These papers will deal with issues such as: the basis for tripartite consultation (law, collective agreements, custom and practice); methods of designating representatives for consultations; the issues dealt with and the procedures followed; and financial, administrative and technical support systems. They will also describe examples of successful tripartite consultation procedures and will identify the problems which arise in practice and how to overcome them. These activities will build on the work carried out by the 1992-93 interdepartmental project on structural adjustment. At least one seminar will be financed from RBTC funds and extra-budgetary resources will be sought for additional seminars.

Determination of trade union representativeness

80.25. In a number of developing countries, as well as in the countries of Central and Eastern Europe which have recently undergone important transformations in their trade union structure, objective and impartial means are needed to determine the representativeness of trade unions in cases where several trade unions seek to represent the same workers in an enterprise or at higher levels. Detailed information on this question is needed to support technical advisory services. Information will be collected on the law and practice in various countries as regards the recognition of trade unions for the purposes of collective bargaining at the enterprise level. Information will also be gathered on the criteria used to determine the representativeness of trade unions for other forms of labour relations, including tripartite consultation at the national level, collective bargaining at higher levels than the enterprise and workers' participation in decisions at the enterprise level. A study of these issues will be undertaken in collaboration with programmes 50.3 (Freedom of association), 50.5 (Labour law information), and major programme 230 (Workers' activities).

Contribution of collective bargaining to equality

80.26. The 1992-93 interdepartmental project on equality for women in employment has shown the important progress made in some countries in implementing the principles of equality of opportunity and treatment for women workers through collective bargaining. As a follow-up to this project, promotional and educational materials will be prepared on the basis of the information collected during the interdepartmental project. These materials will serve as a basis for technical advisory services and will be made available to ILO constituents for training courses and similar activities. They will show how collective bargaining can contribute to the implementation of the principle of equality and will indicate the issues which can be dealt with in collective agreements. The materials will include a collection of relevant clauses contained in collective agreements. This work will be undertaken in collaboration with programme 50.4 (Equality of rights).

Personnel policies in countries in transition

80.27. The recent political and economic changes in the world are profoundly affecting the way in which enterprises are managed and the interaction of managers and workers within the enterprise in many countries. In many developing countries, there is an increasingly manifest need to promote professionalism and remove political influence from personnel management. In countries undergoing transition to a market economy, highly centralized and politicized management practices are being abandoned or questioned. There is a need for greater rationality and equity at the workplace and for increased openness and transparency in recruitment, promotion, training, evaluation, remuneration and dismissal procedures. Thus efforts are required to increase the professionalism of personnel management in the countries concerned, through well-qualified personnel managers and competent workers' representatives who are able to develop sound personnel policies and labour relations at the enterprise and shop-floor levels. In response to the increasing requests for assist-, ance in this context, information will be collected on good examples of personnel management in member States. This information will be used in a series of training courses which will be organized for personnel managers and workers' representatives. The information and a report on the project will also be published in the *Labour Management Relations* series. This work will be carried out in close cooperation with programme 65.2 (Entrepreneurship and management development) and in consultation with major programmes 225 (Employers' activities) and 230 (Workers' activities).

Remuneration

80.28. The objective of this subprogramme is the adoption by member States of pay policies and practices which improve the earnings of workers, and especially of the lowest paid, while taking into account the need for appropriate income differentials, increased productivity, balanced economic development and macroeconomic stability. The issues dealt with range from national pay policies, including statutory minimum wages and equal remuneration, to appropriate pay systems at the enterprise level.

Assistance to member States

80.29. Recent major political and economic transformations and the adoption of structural adjustment programmes in many countries have resulted in an increase in requests from member States for services relating to the reform of wage policies and pay systems. This increase is expected to continue during the biennium 1994-95. The requests are mainly for advisory services, for the organization of seminars or other meetings, and for comparative information on how particular wage issues are dealt with in other countries. They cover questions such as: the role of government in regulating or determining wages, including minimum wage-fixing; the ways in which this role can be reconciled with the promotion of wage determination through collective bargaining at the enterprise or branch level; methods of linking pay to productivity or performance and the problems arising from such schemes; the implementation of the principle of equal pay; job evaluation and pay classification techniques; the maintenance of appropriate pay and skill differentials within a harmonized wage structure; and the formulation of pay packages which are cost-effective and motivate the workforce through efficient recourse to the various components of remuneration. These are also issues on which the World Bank and the IMF increasingly solicit the Office's collaboration. It is essential to keep abreast of developments in these areas in order to be able to respond adequately to these demands.

Criteria for fixing statutory minimum wages

80.30. Statutory minimum wage systems play a crucial role in wage determination in many countries. Economic and political reform programmes, in which greater reliance is being placed on consultation and negotiation for the determination of pay and less on government coercive measures, are leading many countries to place greater reliance on statutory minimum wages, often as a means of fixing the floor for wage negotiations. On the other hand, minimum wage systems are often criticized as inimical to employment growth and labour market flexibility, particularly in situations of structural adjustment. The ILO is often asked to provide advice on this issue, particularly in relation to World Bank activities in many countries. The key issue is the level at which minimum wages are set and the criteria used to determine that level. A study will therefore be carried out on: the criteria used to fix minimum wages in practice; how these criteria take into account the needs of workers and their families, on the one hand, and economic factors, on the other; and the methods used to assess the application of these criteria. Special attention will be paid to the relationship between minimum wage-fixing and collective bargaining. This study will follow up the general survey on minimum wages carried out by the Committee of Experts on the Application of Conventions and Recommendations in 1992 under article 19 of the ILO Constitution.

Equal pay

80.31. A growing number of requests are being received for assistance in the implemention of the principle of equal pay for work of equal value, often in connection with difficulties encountered in implementing the Equal Remuneration Convention, 1951 (No. 100). Responses to these requests involve: reviewing and evaluating national legislation and institutions; advising on the design and operation of enforcement mechanisms; studying potential discrimination in collective agreements and advising on ways in which it can be removed; and proposing means of action for avoiding pay discrimination in the future. As a basis for these services, data will be collected on different approaches to the observance of the equal pay principle. Evaluation and advisory missions will be undertaken to member States. Fact sheets will be prepared for a selected sample of both industrialized and developing countries. These fact sheets will describe how major issues relating to equal pay (scope of comparison, job evaluation, burden of proof and enforcement procedures) have been addressed in legislation, collective bargaining and other national practice. They will be made available to the social partners and will provide direct support for technical advisory services. Advisory missions will be undertaken in countries in response to requests and to the comments of the Committee of Experts on the application of Convention No. 100.

Composition of pay and labour costs

80.32. Pay systems are meant to compensate and encourage skill acquisition, effort and commitment. At the same time, they have to be compatible with the needs, values and attitudes of the workers concerned and take into account the economic, institutional and technological constraints of the employer. One of the key issues in relation to pay is the relative importance of the elements which make up the total package, including basic pay, seniority allowances, performance-related pay and other elements of indirect remuneration. Under wage restraint policies introduced within the context of structural adjustment programmes, the basic wage has often been frozen or is allowed to increase only slowly. Enterprises have therefore tended to expand other elements of remuneration, resulting in distortions in the composition of the total package and the efficiency of the pay system. In the former centrally planned economies, basic wages have traditionally been low and employers have paid high levels of what may be termed indirect benefits. These other elements of remuneration constitute a growing proportion of labour costs everywhere. Information is needed on the extent of these developments, on the effect of these practices on the motivational role of the pay system and the labour costs of enterprises, and on how any negative effects in these respects can be redressed. Also, transparency in the composition of pay packages is important in order to be able to determine the legitimacy of pay differences, in terms of whether they are based on verifiable qualifications, performance and seniority, so as to be able to decide whether pay differences discriminate on the basis of sex or other non-work-related criteria. Information will therefore be collected on the composition of total remuneration through case-studies and short questionnaires addressed to enterprises in sectors such as banking, retailing, chemicals, textiles and clothing. The sectors will be selected in close consultation with major programme 100 (Sectoral activities). This information will form the basis for the preparation of background papers and the provision of information and advice to governments and employers' and workers' organizations. These activities will lead to the preparation of a manual on pay systems, which is envisaged for publication during the biennium 1996-97.

Multinational enterprises

80.33. The objective of this subprogramme is the wider application of the ILO Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy. The rapid evolution of international economic relations and international trade, the growing role of privatization, the increasing need for capital, knowledge and technology that only multinational enterprises can provide, and the renewed expansion of free trade and export processing zones, where multinationals operate in great numbers, confirm the continuing relevance of the ILO Tripartite Declaration.

80.34. The main means of fulfilling this objective will be monitoring the application of the Tripartite Declaration by means of the sixth survey, and the examination of requests for interpretation of the Declaration. The sixth survey will cover a period to be determined by the Governing Body at its February-March 1993 Session on the recommendation of the Committee on Multinational Enterprises. Responses to requests for the interpretation of the Declaration will be prepared in accordance with the procedure approved by the Governing Body. Research in this field will be carried out in relation to technical issues mentioned under this major programme, including for example that relating to export processing zones, and under other major programmes.

80.35. The work of this subprogramme will be carried out in cooperation with the UN, OECD and UNIDO, as well as the regional economic commissions, the World Bank, other development banks, UNCTAD, the Multilateral Investment Guarantee Agency (MIGA), the international trade secretariats and regional employers' and workers' organizations.

Technical cooperation

80.36. There has been a substantial increase in demand for technical cooperation activities to develop labour legislation, labour relations and wage policy reforms, particularly in the countries which are most affected by the transition towards democratic institutions and a market economy, and by structural adjustment programmes. RBTC resources will be used to supplement the technical advisory services provided in this context. They will also be used to finance seminars and meetings for the discussion of labour law, labour relations and wage policy issues in specific countries or subregions.

80.37. Extra-budgetary resources are expected to become available for a variety of technical cooperation activities in the fields of labour law, labour relations and remuneration. These activities will be undertaken on a regional, subregional or national level in Africa, Asia and the Pacific, Latin America and Central and Eastern Europe. They will include the holding of national tripartite seminars for the discussion of issues arising in these fields, particularly in relation to economic and social development and structural adjustment.

80.3. Labour administration

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	12/11
GENERAL SERVICE WORK-YEARS	8/03
NON-STAFF COSTS	$193,561
TOTAL	**$2,365,057**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	1/04
GENERAL SERVICE WORK-YEARS	-
NON-STAFF COSTS	$7,670
TOTAL, EXCLUDING TECHNICAL COOP.	**$172,358**
TECHNICAL COOPERATION	$8,002,000

80.38. The objective of this programme is the strengthening of labour administrations in member States, with particular emphasis on national labour inspection systems and employment services. One of the priorities of the ILO in coming years will be to assist in the construction and reinforcement of the central administration and external services of ministries of labour and employment to enable them to conceive and implement an effective and concerted policy for the development of employment and the protection of workers. This programme has an important role to play in this process, particularly through collaboration with the multidisciplinary teams and with other major programmes, including major programmes 60 (Employment and development), 90 (Working conditions and environment) and 110 (Social security). Information and training materials will continue to be made available in support of activities to assist national labour administrations. The volume of technical advisory services provided will continue to be expanded, particularly in response to the rapid increase in requests from countries which are in the process of transition to a market economy. Provision is also made under each subprogramme for the analysis of reports on ratified Conventions.

Development of labour administration

80.39. The objective of this subprogramme is to enhance the capacity of labour administrations to deliver a range of services which are appropriate to the needs of workers, employers, job-seekers and other concerned parties. This objective will be met to an increasing extent by the provision of technical advice on the structure, organization, working methods and staff training of ministries of labour and associated labour administration agencies. This technical assistance will be supported by increased emphasis on the collection and dissemination of information about national labour administration systems not readily available from other sources.

Labour administration database

80.40. There is currently no easily accessible compendium of information in the ILO about the structure, areas of competence, size, resources and activities of national labour administrations. Much of this information, which is essential for the design of effective assistance to these administrations, exists in raw form, such as annual reports of ministries of labour and other relevant institutions. Many of the data are already contained in the labour administration documentation system, but need to be computerized to make them readily accessible to users in the ILO and member States. A database of information about national labour administration systems in general, labour inspection and employment services will therefore be established and will support the planning of technical advisory services and technical cooperation activities.

Technical advisory services

80.41. A substantial increase is made in the provision for technical advisory services in order to meet new demands from countries in Central and Eastern Europe and, to a lesser extent, from other regions, which are undergoing transition to a more market-oriented economy. Assistance will be provided to the multidisciplinary teams in order to support and complement the activities of the advisers responsible for labour administration. However, the provision made under the subprogramme for service and support for technical cooperation activities has been decreased substantially in comparison with the biennium 1992-93.

Labour inspection

80.42. The objective of this subprogramme is to promote the establishment in member States of efficient mechanisms to: ensure the implementation and enforcement of labour laws by strengthening labour inspectorates; identify gaps in such laws and propose remedial measures; advise employers and workers on compliance with relevant laws and regulations; associate employers and workers and their organizations with the efforts of labour inspection services; extend the coverage of labour inspection; strengthen existing links between labour inspectorates and the various competent bodies concerned with the prevention of occupational accidents and diseases; and improve the training of labour inspectors. This objective will be met through the provision of advisory services, training (for which new training materials will continue to be developed) and appropriate information. Provision is also made under this subprogramme for technical contributions and participation in the work of the International Association of Labour Inspection, which is a useful source of information and contacts with national labour inspectorates.

Role of labour inspection in economies in transition

80.43. Traditional labour inspection systems in countries undergoing transition to a market economy are in a serious crisis. They require assistance in confronting the problems of transition and in meeting the pressing challenges of structural adjustment and the new needs of the social partners. As a basis for the provision of advice and assistance, a study will be undertaken of the role of labour inspection and its contribution to the process of transition through policies and structures defined in consultation with the social partners, with the ultimate goal of the application of the relevant international labour standards. The aim of the study will be to define what new employers and newly independent trade unions expect from a reformed labour inspectorate in terms of services, support, information, protection and advice. The developmental role that inspection services can reasonably be expected to play will be examined, together with the necessary structural and functional changes, the minimum resource levels and the required legislative and policy reforms. This study will be relevant both to the new democracies in Central and Eastern Europe and to a large number of other member States in which the social institutions, including labour inspectorates, face similar challenges as a result of democratization and structural adjustment policies.

Technical advisory services

80.44. A substantial increase is made in the provision for technical advisory services to strengthen and reform labour inspection systems in response to the increased level of requests for such assistance. Assistance will be provided to the multidisciplinary teams to meet requests for technical advice on labour inspection. However, in comparison with the biennium 1992-93, the provision made under the subprogramme for service and support for technical co-operation activities has been reduced substantially.

Tripartite missions to evaluate the effectiveness of labour inspection

80.45. As a continuation of the highly appreciated programme of tripartite missions to evaluate the effectiveness of labour inspection, missions will be sent to two countries. These missions provide a good opportunity to give technical advice to countries which are adapting their labour inspection systems to meet the needs of emerging market economies. The evaluation reports of the missions will contain technical analyses of the functioning of the labour inspectorates as well as proposals for improving their effectiveness. The missions will be carried out by tripartite teams and will help to promote increased tripartite consultation on labour inspection in the countries visited. While addressed primarily to the countries which request the missions, the reports will be given wider circulation if so authorized by the governments concerned.

Organization and functioning of national employment services

80.46. The aim of this subprogramme is to enhance the capacity of national employment services to play a role in active labour market policies and thus to integrate new tasks into their traditional functions. In the implementation of the work described here account will also be taken of the general discussion by the Conference in 1994 of the role of private employment agencies in the functioning of labour markets.

Evaluation of public employment services

80.47. Over recent years, the functions and duties of public employment services have increased and diversified. They are called upon to deal with sensitive and urgent problems in the fields of employment and skills promotion. They are under political pressure to produce results, and yet their budgets are granted with little or no prior evaluation of their past performance. A practical guide will therefore be prepared on methods and approaches for the evaluation of public employment services. The objective of this guide will be greater awareness of the past results of these services and thus an increased capacity to allocate resources in a more rational manner. The preparation of the guide will consist of five different phases: analysis of existing measurement and evaluation methods; identification of areas requiring better evaluation; preliminary design of methodology; consultation and testing of methodology with sample public employment services; and publication in three languages. It is expected that the fourth of these phases will be commenced during the biennium 1994-95, with a view to testing the methodology and publication in the biennium 1996-97.

Technical advisory services

80.48. A substantial increase has been made in the provision for technical advisory services in response to the rapid growth in the number of requests for technical advice to develop and strengthen national public employment services. Requests for these services are received both from countries in Central and Eastern Europe, where there is an urgent need to find employment for workers displaced as a result of the process of economic restructuring, and from developing countries, particularly from those implementing structural adjustment policies. Assistance will be provided to the multidisciplinary teams to help them meet requests for technical advice on employment services. However, the provision made for service and support of technical cooperation under the subprogramme is substantially lower than in the biennium 1992-93.

Technical cooperation

80.49. The RBTC resources available to this programme will be used to complement technical cooperation activities funded from other sources. The following activities will be financed by RBTC: a series of national seminars to train labour inspectors in appropriate methods of intervention in the area of child labour; tripartite missions to two countries to evaluate and advise on the effectiveness of their labour inspection systems; and a series of courses for trainers of employment service officials in French-speaking Africa.

80.50. The extra-budgetary resources which are expected to be available under this programme in the biennium 1994-95 amount to some $8 million, of which $1.5 million is likely to be provided by UNDP and $6.5 million by trust funds. Most of these resources will continue to be used to support regional activities such as advisory services, staff training and the dissemination of information on labour administration, including labour inspection and employment services. Extra-budgetary resources will also be used for national projects to provide similar assistance in a more intensive form which is tailored to the needs of the countries concerned.

Major Programme 80. Industrial Relations and Labour Administration

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
80.1. DEPARTMENTAL MANAGEMENT										
TECHNICAL COOPERATION	-	-	-	526,000	526,000	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	3/00	514,356	23,324	537,680	-	0/02	11,638	10,000	21,638
1994-95 TOTALS	**2/00**	**3/00**	**514,356**	**549,324**	**1,063,680**	**-**	**0/02**	**11,638**	**10,000**	**21,638**
1992-93 TOTALS	**2/00**	**3/00**	**514,356**	**555,324**	**1,069,680**	**-**	**-**	**-**	**-**	**-**
80.2. LABOUR LAW AND LABOUR RELATIONS										
LABOUR LEGISLATION AND INDIVIDUAL EMPLOYMENT RELATIONS	9/07	-	1,183,695	45,000	1,228,695	-	-	-	-	-
LABOUR RELATIONS	11/03	-	1,389,555	112,294	1,501,849	-	-	-	-	-
REMUNERATION	6/01	-	751,389	84,029	835,418	-	-	-	-	-
MULTINATIONAL ENTERPRISES	2/00	-	247,032	40,000	287,032	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	-	-	-	-	-	1,365,000	1,365,000
PROGRAMME MANAGEMENT AND SUPPORT	2/00	16/00	1,364,280	5,000	1,369,280	0/09	-	92,637	-	92,637
1994-95 TOTALS	**30/11**	**16/00**	**4,935,951**	**286,323**	**5,222,274**	**0/09**	**-**	**92,637**	**1,365,000**	**1,457,637**
1992-93 TOTALS	**32/07**	**16/00**	**5,150,719**	**341,282**	**5,492,001**	**1/00**	**-**	**123,516**	**1,664,000**	**1,787,516**
80.3. LABOUR ADMINISTRATION										
DEVELOPMENT OF LABOUR ADMINISTRATION	2/10	1/00	419,790	46,000	465,790	-	-	-	-	-
LABOUR INSPECTION	4/02	-	514,650	67,000	581,650	-	-	-	-	-
ORGANIZATION AND FUNCTIONING OF NATIONAL EMPLOYMENT SERVICES	2/09	-	339,669	61,949	401,618	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	-	-	-	-	-	8,002,000	8,002,000
PROGRAMME MANAGEMENT AND SUPPORT	3/02	7/03	897,387	18,612	915,999	1/04	-	164,688	7,670	172,358
1994-95 TOTALS	**12/11**	**8/03**	**2,171,496**	**193,561**	**2,365,057**	**1/04**	**-**	**164,688**	**8,009,670**	**8,174,358**
1992-93 TOTALS	**13/11**	**8/03**	**2,295,012**	**221,937**	**2,516,949**	**0/03**	**2/06**	**205,449**	**4,649,605**	**4,855,054**

Major Programme 90. Working Conditions and Environment

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFESSIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
90.10	DEPARTMENTAL MANAGEMENT	6/00	5/00	1,148,076	1,302,345	2,450,421
90.20	OCCUPATIONAL SAFETY AND HEALTH	22/02	13/00	3,645,702	675,810	4,321,512
90.30	SAFETY AND HEALTH INFORMATION SERVICES	12/00	13/00	2,389,956	35,000	2,424,956
90.40	CONDITIONS OF WORK AND WELFARE FACILITIES	21/07	13/06	3,608,565	521,965	4,130,530
1994-95	**TOTALS**					
	REGULAR BUDGET	61/09	44/06	10,792,299	2,535,120	13,327,419
	OTHER SOURCES	1/06	1/00	255,102	19,644,075	19,899,177
1992-93	**TOTALS**					
	REGULAR BUDGET	65/11	47/00	11,540,139	2,484,041	14,024,180
	OTHER SOURCES	2/00	0/05	276,127	11,023,571	11,299,698

90.1. The general objective of this major programme, as reaffirmed in a resolution adopted by the Conference in 1984, is the improvement of working conditions and environment and the well-being of workers. ILO action in this field is guided by the following principles:

- work should take place in a safe and healthy environment;
- conditions of work should be consistent with workers' well-being and human dignity; and
- work should offer real possibilities for personal achievement, self-fulfilment and service to society.

90.2. This major programme covers the following main areas: occupational safety and health; the dissemination of occupational safety and health information; and conditions of work and welfare facilities. Following the restructuring of major programme 40 (General management) in 1992, responsibility for activities relating to the environment has been transferred to this major programme.

90.3. The activities planned for the biennium 1994-95 emphasize the application of international labour standards on occupational safety and health and on conditions of work. Priority will be given to direct responses to the needs of constituents, and to specific calls for action by the Conference, regional conferences and industrial and analogous committees. The work of the major programme includes the development of proposals for new standards in fields not covered by existing standards or where existing standards are outdated. ILO standards will be linked with action-oriented activities designed to meet real needs, such as extending protection to workers in small enterprises and the informal and rural sectors. At the national level, emphasis will be placed on upgrading the capacity of member States to improve working conditions and the working environment and on facilitating tripartite participation. Work is also planned to pursue the work of the 1992-93 interdepartmental projects on the Elimination of child labour and Equality for women in employment. A special effort will be made to integrate the concerns of women workers into the work of the major programme and to promote equality of opportunity by encouraging the adoption of working conditions consistent with the needs of workers with family responsibilities. Cooperation with international bodies will be further strengthened at the international level in order to optimize the use of resources and to promote the sustained contribution of partner organizations to activities directly relevant to the ILO's core mandate.

90.4. Activities to promote chemical safety, including the development of a harmonized system for the classification and labelling of hazardous chemicals, will be continued and the ILO's role within the UNEP/ILO/WHO International Programme on Chemical Safety (IPCS) will be strengthened. Several work items will focus on the provision of practical advice in such areas as the development of enterprise programmes, the prevention of accidents and occupational diseases, working time arrangements and improved work organization. Other work will address new problems such as the increase in work-related disorders and stress, and threats to workers' privacy and dignity.

90.5. Building on the work of the 1992-93 interdepartmental project on the Elimination of child labour, a sustained effort will be made to promote international labour standards on minimum age for admission to employment and to assist member States in the fight against child labour. Activities will concentrate on providing guidance and assistance to governments in the design and implementation of national policies and programmes, supporting employers' and workers' organizations and community groups which campaign against child labour, facilitating and promoting change through training and the wider dissemination of information, especially on abusive and exploitative conditions and practices, and addressing new and emerging concerns.

90.6. Resources are allocated at the subprogramme level for technical advisory services to respond to requests from member States which lie within the general ongoing concerns of the major programme. In addition, technical advice will be provided jointly with WHO and UNEP and a number of non-governmental organizations on the programming and evaluation of environment-related activities. Assistance will be provided for national and regional training programmes set up by employers' and workers' organizations and government institutions.

90.7. In view of the reorientation of the activities of the International Occupational Safety and Health Information Centre (CIS), all activities pertaining to the dissemination of information on occupational safety and health will be grouped under a single programme. This rearrangement, which has no financial implications, will enable the Office to respond quickly to requests for practical information in specific technical areas such as legislation, worksite safety measures and chemical hazards.

90.8. For reasons explained in the Introduction the resources for this major programme are somewhat lower than in the previous biennium. The decrease amounts to some $697,000, which is associated with a reduction of 4/02 Professional work-years, 2/06 General Service work-years, and a decrease of some $59,000 in staff at actual cost, offset by an increase in non-staff costs amounting to some $51,000. However, as in the biennium 1992-93, the issues addressed by this major programme will also be reflected by work under the interdepartmental projects shown under major programme 140, particularly in that concerning the environment.

90.1. Departmental management

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	6/00
GENERAL SERVICE WORK-YEARS	5/00
NON-STAFF COSTS	$1,302,345
TOTAL	**$2,450,421**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	1/06
GENERAL SERVICE WORK-YEARS	1/00
NON-STAFF COSTS	$24,075
TOTAL, EXCLUDING TECHNICAL COOP.	**$279,177**
TECHNICAL COOPERATION	$10,010,000

90.9. Resources are provided for a director of department and support staff to carry out departmental management and programming functions.

Environment and the world of work

90.10. The objective of this subprogramme is to enhance the capacity of member States to adopt measures which integrate environmental considerations relating to the world of work into their national policies and programmes. The activities covered by the subprogramme include the coordination of the ILO's strategy to integrate an environment and sustainable development package into its programmes in support of national efforts in this field. Its activities also cover ILO liaison with the United Nations system, including other international organizations, and with employers' and workers' organizations.

90.11. Particular emphasis will be placed on promoting and coordinating the ILO's follow-up to the United Nations Conference on Environment and Development (UNCED), held in Rio de Janeiro in June 1992, taking due account of the discussions at the Tripartite Advisory Meeting on Environment and the World of Work (Geneva, 2-4 November 1992). The activities carried out under this subprogramme will focus on the ILO's mandate in the areas of: environment, employment and poverty alleviation; the working environment, especially as regards chemicals; and support for employers' and workers' organizations. During the biennium 1994-95, this work will be closely coordinated with that of the interdepartmental project on Environment and the world of work. Apart from the dissemination of information on environment and the world of work, the activities of the subprogramme include monitoring and coordinating ILO environment-related projects and supporting evaluations of the environmental implications of ILO operational activities.

Technical cooperation

90.12. An amount of some $1.2 million is to be made available for RBTC activities, which will be designed to assist member States in the application of ILO standards. Assistance will continue to be provided for the design and implementation of national programmes to improve working conditions and environment, to strengthen institutional arrangements and to increase the involvement of employers and workers and their organizations. RBTC resources will also continue to be used to develop extra-budgetary technical cooperation projects.

90.13. An amount of some $10 million is expected to become available from extra-budgetary sources under the International Programme on the Elimination of Child Labour (IPEC). These resources will be used to assist governments to design and implement policies and programmes to combat child labour and protect working children, as well as to increase awareness in member States and the international community of the dimensions and consequences of child labour and of national obligations under the relevant international labour standards.

90.2. Occupational safety and health

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	22/02
GENERAL SERVICE WORK-YEARS	13/00
NON-STAFF COSTS	$675,810
TOTAL	**$4,321,512**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	-
GENERAL SERVICE WORK-YEARS	-
NON-STAFF COSTS	-
TOTAL, EXCLUDING TECHNICAL COOP.	-
TECHNICAL COOPERATION	$5,718,000

90.14. The objective of this programme is to increase capacity in member States to prevent occupational accidents and work-related diseases and improve the working environment.

90.15. Emphasis will be placed on supporting the application of international labour standards and the formulation and implementation of national policies and programmes. Guidance and assistance will be provided to ILO constituents in the formulation, evaluation and updating of national policies, the establishment of occupational safety and health infrastructures and the promotion of participatory approaches which facilitate voluntary action and action-oriented training. Priority will also be given to: the provision of technical advisory services, particularly to reinforce tripartite action and extend protection to small-scale enterprises and the informal and rural sectors; the design and implementation of enterprise-level promotional programmes, including practical improvements at the workplace; and activities in relation to particularly hazardous occupations, such as high-risk jobs in construction and mining, and jobs involving exposure to radiation, dust, or ergonomic health hazards and stress. A more integrated approach to the working and general environments will be promoted, especially through the provision of practical guidance on chemical safety programmes and measures to prevent major industrial accidents. Work on harmonizing the classification systems of chemicals will continue in cooperation with other international organizations and member States. This work will be undertaken in close cooperation with programme 90.3 (Safety and health information services).

Policies for occupational safety and health

90.16. The objective of this subprogramme is to increase the capacity of member States to establish and implement occupational safety and health policies and programmes in all economic sectors.

Promotion of international labour standards on safety and health

90.17. International labour standards, in particular the Occupational Safety and Health Convention, 1981 (No. 155), the Occupational Health Services Convention, 1985 (No. 161), and the corresponding Recommendations, encourage the design and implementation of policies by safety and health institutions and tripartite consultative mechanisms. Experience has shown that the setting up of tripartite safety and health institutions, such as national councils, is facilitated by the availability of assistance on their respective roles and functions. Technical advisory services will therefore be provided and seminars or workshops organized, using RBTC resources, to facilitate the formulation and implementation of coherent national safety and health policies, in particular by drawing on the experience in those developing and industrialized countries where national tripartite bodies operate successfully. This work will be carried out in consultation with major programme 50 (International labour standards and human rights).

Harmonization of classification systems of chemicals and promotion of chemical safety

90.18. The substantial use of chemicals is essential to sustainable development and to meet the social and economic goals of the world community. However, in view of their impact on the protection of workers, the public and the environment, safety in the use and disposal of hazardous chemicals is a major concern worldwide. The Chemicals Convention (No. 170) and Recommendation (No. 177), 1990, call for the establishment of national criteria and systems for the classification of chemicals according to their intrinsic hazards and stress the need for international cooperation, particularly through the UNEP/-ILO/WHO International Programme on Chemical Safety (IPCS). Based on a completed review of the task of harmonizing existing national, regional and international systems, criteria will be defined for the classification of chemicals according to the various categories of hazards; guidelines will then be developed for their harmonized use. Work will also be undertaken on the harmonization of hazard symbols and risk and precautionary statements used on labels. The results of this work will be used to advise governments and employers' and workers' organizations on the establishment of national classification systems and chemical safety programmes. Practical guidance and technical advisory services will also be provided on improvements in the management of chemicals. This work will be carried out within the IPCS and will constitute a follow-up activity to the 1992 United Nations Conference on Environment and Development (UNCED).

Extension of occupational health services to small-scale enterprises and agriculture

90.19. The progressive extension of occupational health services to workers in small-scale enterprises, agriculture and the informal sector requires the implementation of effective national policies, programmes and plans of action. Local infrastructures, technical support for health risk assessment and inter-enterprise and community-based services all need to be developed, as called for in the Occupational Health Services Convention, 1985 (No. 161). As recommended by the Eleventh Session of the Joint ILO/WHO Committee on Occupational Health (April 1992), this is a field in which cooperation between the ILO and the WHO will be developed. Technical advisory services will be provided to facilitate tripartite cooperation in the planning of action programmes and the design of an institutional framework for the provision of practical support in both industrial and rural areas. Building on the role of women in their communities and on primary health care strategies, programmes will be developed with the active participation of employers and workers. In order to ensure that target populations are reached, local arrangements will be identified for the provision of adequate services. The use of simple and practical training materials on basic preventive measures and access to first aid will be promoted. Pilot training workshops, financed by RBTC resources, will be organized with a view to testing results, training occupational health personnel and promoting workplace participation in practical improvements and first aid.

Joint ILO/WHO Committee on Occupational Health

90.20. The outcome of the work mentioned in the previous paragraph will be submitted to the Twelfth Session of the Joint ILO/WHO Committee on Occupational Health, which will be organized by the WHO during the biennium 1994-95 for five calendar days in Geneva. The Joint Committee will advise on measures to promote the extension of occupational health services which are suited to the needs of small-scale enterprises, agriculture and the informal sector. Provision is made for the participation of six representatives of the ILO's tripartite constituency ($27,000). This work will be undertaken in consultation with major programmes 60 (Employment and development), 70 (Training), 225 (Employers' activities) and 230 (Workers' activities) and programme 90.4 (Conditions of work and welfare facilities).

Occupational accidents

90.21. The objective of this subprogramme is the adoption by constituents of measures to reduce occupational accidents and injuries.

Promoting national action for accident prevention

90.22. The reduction of accident rates in industry in a number of industrialized countries has demonstrated the value of effective hazard control systems involving the participation of employers and workers. Employers' and workers' organizations, as well as voluntary or semi-governmental bodies, such as national safety councils, play an important role in the implementation of these systems. Guidelines will therefore be developed on promotional activities at the national level, including campaigns such as safety weeks, on the role and functions of tripartite safety councils and on training for voluntary national organizations. Technical advisory services will be provided in member States where experience of these activities is still insufficient. Activities carried out by successful organizations will be used as illustrations, particularly with a view to highlighting their tripartite structure, legislative framework, financial arrangements and promotional nature. The provisions of the Occupational Safety and Health Convention, 1981 (No. 155) and of other recent instruments, as well as ILO codes of practice, will be used as guiding principles. Where appropriate, twinning arrangements will be promoted between long-established and more recent organizations. The guidelines will also be used in national seminars to be funded with RBTC resources, and in technical cooperation projects. This work will be carried out in consultation with major programmes 50 (International labour standards and human rights), 225 (Employers' activities) and 230 (Workers' activities).

Safety training in hazardous operations

90.23. Accident rates continue to be particularly high in a number of hazardous occupations, the rates for fatal and serious accidents being higher in developing countries. This is due to various factors, including hazardous work processes, equipment or materials and local conditions. Building on safety training approaches and packages which have already been developed, training modules will be prepared and disseminated on safety in some of the most hazardous operations, such as the operation of power tools, work involving the use of presses, welding, work in confined spaces, the construction and use of scaffolding and industrial work involving exposure to high temperatures. In view of the particular hazards involved in work in underground coal mines, a special training package will be developed for the benefit of managers, supervisors and workers in both large and small underground mines. The package will also be used to provide technical guidance to governments and to employers' and workers' organizations. Emphasis will be placed on the basic safety and health aspects of mining, such as roof and ground control, face work, ventilation and coal dust control. Extra-budgetary resources will be sought for the organization of pilot courses in cooperation with factory and mines inspectorates, employers' and workers' organizations and national safety and health institutions, with a view to promoting the use of these training modules and their adaptation to local conditions. The work related to mining will be undertaken in consultation with programme 100.2 (Industrial activities).

Meeting of Experts on Occupational Accidents and Diseases

90.24. A draft code of practice on the recording and notification of occupational accidents and diseases is being prepared during the biennium 1992-93. The code provides guidance on practices at the national and enterprise levels for the collection of information on the incidence and causes of occupational accidents and diseases and on the uses to which such information may be put. The draft code will be submitted to a tripartite meeting of experts for approval and final revision; it will subsequently be used in training and technical cooperation activities. The meeting, which will be held in Geneva for nine calendar days, will be attended by seven participants from each group nominated by the Governing Body and two experts ($114,000).

90.25. Work under this subprogramme will also include the collection and dissemination of information and the provision of technical advisory services. Emphasis will be placed on: the transfer of technology and the management of newly discovered hazards linked to industrial development; practical preventive measures based on ILO standards; and recent experiences in industry. This work will be carried out, in particular, through the International Occupational Safety and Health Hazard Alert System, which has 100 participating members and was established to disseminate information on newly discovered hazards and the application of new scentific findings.

Work-related diseases

90.26. The objective of this subprogramme is the adoption in member States of measures for the identification, prevention and control of work-related diseases.

Practical guidance on workers' health surveillance

90.27. Surveillance of workers' health is an indispensable tool for the assessment of risks and the provision of advice on preventive measures. When developing occupational health services for various categories of the working population, it is essential to design and implement appropriate health surveillance programmes to assess the health of workers before and during their assignment to tasks which involve exposure to health hazards, as specified in the Occupational Health Services Convention (No. 161) and Recommendation (No. 171), 1985. Workers' health is affected by multiple factors at the workplace and strategies therefore need to be developed to detect health impairments with a view to identifying preventive measures adapted to local conditions. Technical guidance notes will therefore be prepared, in cooperation with the WHO, on the organization of health surveillance programmes, with particular emphasis on health assessment criteria, personnel requirements and intervals between assessments. The work will cover: occupationally induced diseases; disorders such as low back pain and cardiovascular, digestive and respiratory diseases; stress-induced illnesses; and occupational hazards to the reproductive health of men and women. Particular attention will be paid to the identification of simplified and harmonized procedures of health surveillance and their links with the recording and notification of occupational diseases.

Radiation protection

90.28. Provision was made during the biennium 1992-93 for the revision of the IAEA/ILO/WHO/NEA-OECD Basic Safety Standards for Radiation Protection. Readily accessible practical guidance on the application of the revised standards will be prepared for publication in the *Occupational Safety and Health* series and for use in the provision of technical advisory services. Earlier guidance documents, such as the ILO/IAEA/WHO Code of Practice on Radiation Protection of Workers in the Mining and Milling of Radioactive Ores, will be revised to incorporate recent research findings. The ILO will ensure the participation of employers' and workers' representatives in the revision of these documents. Training materials, including audio-visual aids, will be prepared and advisory services will be provided, in collaboration with the IAEA, on the prevention of occupational hazards due to ionizing radiation. The work undertaken during the biennium 1992-93 on the dismantling of nuclear power plants will also be followed up. Inter-agency coordination and cooperation will be continued in the fields of radiation safety, nuclear safety and responses to accidents and emergency situations. In cooperation with the International Commission on Non-Ionizing Radiation Protection (ICNIRP) and WHO, two practical guides on the protection of workers from non-ionizing radiation will be prepared. One will deal with the protection of workers using radio-frequency sealers and the second with the protection of health care personnel against electromagnetic radiation in health services.

Occupational respiratory diseases

90.29. Occupational respiratory diseases, including silicosis and other pneumoconioses, as well as occupational asthma and other allergic conditions, are among the most serious work-related diseases. They cause numerous absences from work and their human, social and economic costs are high. Their early detection, which is essential to prevent irreversible damage to health, can be facilitated by modern investigation technologies. A special effort will be made, in cooperation with the WHO, to help member States combat silicosis. Technical advisory services will be provided and training seminars will be organized, using RBTC resources, on the use of the ILO International Classification of Radiographs of Pneumoconioses and on the health surveillance of workers who are exposed to dust. In order to promote the wider use of the Classification, the feasibility of making it available on CD-ROM will be assessed in cooperation with programme 90.3 (Safety and health information services). Consultations with research institutions working on up-to-date imaging techniques will be organized with a view to ascertaining whether they can be used to facilitate the early detection of occupational respiratory diseases. Emphasis will be placed on the implementation of the Working Environment (Air Pollution, Noise and Vibration) Convention, 1977 (No. 148). A guide on the proper design and maintenance of local exhaust ventilation systems will also be prepared to promote the use of control measures. This work will contribute to the preparation of the Ninth International Conference on Occupational Lung Diseases, which is to be held in 1997.

90.30. Provision is also made to pursue ILO/WHO cooperation at the regional level, for quick responses to requests for information and for the provision of technical advisory services relating to the application of ILO Conventions through promotional activities such as seminars. Technical advice will also be provided in support of the revision of the ILO *Encyclopaedia of Occupational Health and Safety*, of which details are given under programme 90.3 (Safety and health information services).

Working environment and ergonomics

90.31. The objective of this subprogramme is the adoption by member States of measures aimed at promoting the adaptation of the working environment to the physical, mental and social needs of workers.

Design and implementation of enterprise-level programmes to improve the working environment

90.32. Effective programmes to improve the working environment should include the assessment of safety and health risks, and the identification, implementation and evaluation of corrective measures. The participation of both employers and workers is essential for the planning and implementation of enterprise-level programmes of this type. For these reasons, it is particularly important to establish and strengthen effective safety and health committees, as called for by the Occupational Safety and Health Convention, 1981 (No. 155). A practical guide will be produced and technical advisory services involving employers' and workers' organizations will be provided on enterprise-level joint action, including safety and health committees. The guide will focus on policy formulation, participation, measures for maintaining a high level of commitment and motivation, and the regular activities of safety and health committees, as well as on methods to identify and implement cost-effective practical solutions to improve safety, health and productivity. It will also contain guidance on the organization of training activities designed to assist employers and workers to: improve the manner in which they fulfil their roles in safety and health committees; evaluate achievements and review priorities; and carry out joint activities, such as workplace inspection, accident investigation and safety auditing. The guide will emphasize the approach of safety auditing, under which safety and health issues, instead of being seen as a liability, are turned into an opportunity to improve productivity, as a fundamental means of promoting cooperation between employers and workers. A training package on safety auditing will also be prepared during the biennium and technical advisory services will be provided on national and industry-level programmes for the creation and effective operation of safety and health committees. This work will be carried out in cooperation with major programmes 80 (Industrial relations and labour administration), 225 (Employers' activities) and 230 (Workers' activities). These activities will form the basis for the provision of advisory services and technical cooperation activities by major programmes 60 (Employment and development), 65 (Enterprise and cooperative development) and 70 (Training).

Meeting of Experts on Workplace Specifications

90.33. A draft code of practice on workplace specifications was prepared during the biennium 1992-93. The code provides practical guidance on basic technical, hygienic and welfare measures for the achievement of good working conditions and levels of productivity, and is intended for managers, workers and those engaged in designing and supervising workplaces. The code sets out standards concerning workroom and passage space, lighting, ventilation, air quality, noise, vibration, radiation, the physical layout of workstations, the guarding of machines and vehicles, the organization of premises, rest and sanitary facilities, and other welfare facilities. It will be used as a basis for the provision of training by experts and national counterparts in technical cooperation projects. The draft code will be submitted to a tripartite meeting of experts for review and approval. The meeting, which will be held in Geneva for nine calendar days, will be attended by seven participants nominated by each group in the Governing Body, and two experts ($114,000).

Prevention of industrial disasters and environmental protection

90.34. There is a growing need for practical guidance concerning the prevention of major industrial accidents. New international standards are to be considered by the Conference in 1993. Based on the ILO's experience of promoting national systems of major hazard control, practical advice will be provided through technical advisory services and tripartite training programmes on regulatory procedures, enterprise-level risk assessment and operational control, safety and emergency plans and measures to protect the public and the environment. Assistance will be provided in the training of government officials and the relevant personnel at the enterprise level through the organization of workshops, which will be financed from RBTC resources. The link between major hazard control systems and the protection of the general environment will be emphasized. These activities will cover issues such as the siting of installations, environmental risk assessment, the provision of information to the public, emergency planning and measures to mitigate the consequences of potential accidents. Technical guidance notes aimed at enhancing the protection of workers and the environment will be developed and disseminated for the use of employers and workers. This work will contribute to the International Programme on Chemical Safety (IPCS) and will be undertaken in association with the interdepartmental project on Environment and the world of work.

Ergonomic measures to prevent injuries and disorders due to overexertion

90.35. There is increasing recognition that the application of ergonomic principles to job design is an essential element of safety and health at work. Ergonomic principles are particularly useful for the prevention of injuries and disorders caused by exertion, awkward postures and repetitive motions, such as low back pain, neck and upper limb disorders and other stress-related illnesses. Occupational health problems of this type are extremely costly, but can be prevented at low cost. Guidelines and training packages containing technical guidance on practical ergonomic measures will be developed in order to encourage and support the implementation of appropriate policies and strategies by governments and employers' and workers' organizations and to promote the adoption of practical solutions at the workplace. Special attention will be paid to back injuries and stress-related health impairments in occupations where women constitute a major part of the workforce, such as health-care services, the electronics industry and in computerized office work. The rehabilitation of workers suffering from such health impairments will also be addressed. Work on repetitive strain injuries responds to the requirements of the. Hygiene (Commerce and Offices) Convention (No. 120) and Recommendation (No. 120), 1964, and will be used in preparing for a possible revision of the Maximum Weight Convention, 1967 (No. 127). This work will be carried out in cooperation with major programme 100 (Sectoral activities) and programme 90.4 (Conditions of work and welfare facilities).

90.36. Provision is also made for responses to the requests that are frequently made by governments and employers' and workers' organizations for technical advice for particular sectors of industry. Special efforts will be made to promote the principles embodied in ILO standards on safety and health. In addition, preparations will be commenced for the preparatory activities for the ILO/ISSA Fourteenth World Congress on Occupational Safety and Health to be held in 1996. This work will be carried out in collaboration with major programme 115 (International Social Security Association).

Technical cooperation

90.37. The RBTC resources shown under programme 90.1 (Departmental management) will continue to be used primarily to promote the implementation of international labour standards, with a view to strengthening national legislation, safety and health institutions and national capacity for the provision of training and information in preparation for further ratifications of international labour Conventions. The major technical areas covered by these activities will include construction, mining, chemical safety, major hazard control, specific accident prevention techniques and the prevention of work-related diseases. The main means of action will be the provision of technical advisory services and the organization of regional, subregional and national seminars and training workshops.

90.38. About $5.7 million in extra-budgetary resources are expected to become available for around 25 technical cooperation projects. About two-thirds of the funds will be provided by multi-bilateral sources and the remainder by UNDP. Several projects will focus on specific sectors or specialized problems such as safety and health in mining and the use of chemicals. Growing interest at the national level in the establishment and operation of major hazard control systems is expected to lead to several other projects. In addition, two major regional projects in Asia and Africa will be implemented in close cooperation with programme 90.3 (Safety and health information services). These projects are designed to strengthen national capabilities in the field of occupational safety and health, particularly through the development of infrastructures and training systems and the adoption of practical improvements in cooperation with employers and workers.

90.3. Safety and health information services

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	12/00
GENERAL SERVICE WORK-YEARS	13/00
NON-STAFF COSTS	$35,000
TOTAL	**$2,424,956**

OTHER SOURCES	
PROFESSIONAL WORK-YEARS	-
GENERAL SERVICE WORK-YEARS	-
NON-STAFF COSTS	-
TOTAL, EXCLUDING TECHNICAL COOP.	-
TECHNICAL COOPERATION	$2,500,000

90.39. The objective of this programme is to enhance the capacity of member States to apply new information in the formulation and implementation of occupational safety and health policies.

90.40. For the competent authorities, employers, workers and safety and health specialists, timely access to information and guidance is necessary for the development and application of the preventive measures called for in international labour standards concerning occupational safety and health and the working environment. The activities covered by this programme aim to promote the implementation of ILO standards through the exchange of information in such high-priority areas as safety and health legislation, and chemical safety and worksite safety measures, as well as through the provision of training materials. During the biennium 1994-95, essential safety and health information will be prepared for wide dissemination through the ILO *Encyclopaedia of Occupational Health and Safety*. The provision of technical advisory services to ILO constituents on the establishment and management of safety and health information services will be strengthened and will focus on the direct use of practical knowledge.

90.41. The exchange of safety and health information is organized and executed through the activities carried out under the International Occupational Safety and Health Information Centre (CIS), with the assistance of designated institutions in 69 member States. About half of the "CIS national centres" are in developing countries. Close contacts are also maintained with other national institutions, as well as with employers' and workers' organizations throughout the world. Within the framework of the International Programme on Chemical Safety (IPCS), cooperation will be strengthened with WHO and UNEP in the fields of the exchange of information and national capacity-building activities related to chemical safety information. The work of the programme will be undertaken in close coordination with programme 90.2 (Occupational safety and health), and in collaboration with programmes 90.4 (Conditions of work and welfare facilities) and 50.5 (Labour law information) and the International Labour Information System (ILIS), as well as with the interdepartmental project on Environment and the world of work. Provision is made under each subprogramme for support for technical cooperation activities.

Occupational safety and health information services

90.42. The objectives of this subprogramme are to provide constituents with information on the recognition, evaluation and control of workplace hazards and to increase the international exchange of information on law, practice and training activities in the field of occupational safety and health.

The CIS Bulletin and databases

90.43. Stimulating the free flow of information among the social partners and between national services is an important element in the promotion of new occupational safety and health information services in member States. To give support to these information-dissemination and capacity-building activities, 12 issues of the bimonthly ILO-CIS Bulletin *Safety and Health at Work* will continue to be published. Each issue of the CIS Bulletin includes announcements of courses and conferences, news items and several hundred references to recent publications on occupational safety and health. As a result of being translated and redistributed by the network of national centres and information services, the Bulletin reaches thousands of readers. Emphasis will be placed on information relating to: laws and derived regulations; chemical safety; practical worksite measures; training materials and publications which are specific to such hazardous industries as agriculture, forestry, construction and mining; workplace factors (such as electromagnetic radiation, noise, carcinogenic substances, reproductive hazards, ergonomic faults and stress); and the prevention of industrial disasters. The impact of workplace practices on the environment is another topic which will continue to receive special attention. More emphasis will be placed on materials appropriate for workers in developing countries. To facilitate access to this information, a new *CIS Thesaurus* will be published. The CIS database (CISDOC), which provides the majority of the data used in the CIS Bulletin, is directly accessible by a large number of users over telecommunication lines. Almost all CIS information is now available on compact discs (CD-ROM), which extends its reach even further. This work will be carried out in cooperation with programmes 90.2 (Occupational safety and health) and 90.4 (Conditions of work and welfare facilities).

Assistance to local services

90.44. The capabilities of the network of CIS national centres will be further developed with a view to facilitating the flow of information to and from the ILO and decentralizing the exchange of information. Training courses and technical support activities will be organized, financed by RBTC and extra-budgetary resources as appropriate, for new national centres in Africa, Asia and Latin America and from the newly emerging republics of Central and Eastern Europe. The establishment of bilateral "twinning" arrangements between long-established and new national centres will be promoted. Two meetings of CIS national centres will be held in the biennium 1994-95. The work programme will include responses to inquiries from individuals, institutions, employers' and workers' organizations, government agencies and international organizations. The Centre will also provide expertise in information management upon request in the context of intra- and inter-agency cooperation. This work will be carried out in collaboration with programmes 90.2 (Occupational safety and health), 90.4 (Conditions of work and welfare facilities) and 65.2 (Entrepreneurship and management development), and with the interdepartmental projects on the Informal sector and on Environment and the world of work.

Dissemination of ready-to-use information

90.45. The objective of this subprogramme is to provide constituents with ready-to-use information materials for training purposes and for immediate action by employers and workers.

Chemical hazard information

90.46. The compilation of chemical safety data sheets will be intensified, with a view to supporting the implementation of the Chemicals Convention, 1990 (No. 170), which requires manufacturers and suppliers to prepare chemical safety data sheets for the information of both employers and workers. In collaboration with the International Programme on Chemical Safety (IPCS) and the Commission of the European Communities, IPCS International Chemical Safety Cards will be translated into various languages used in developing countries in order to ensure their dissemination and use. The work will be based on the harmonized phraseology for data sheets as well as the hazard symbols and risk and precautionary phrases for labels. This work gives effect to the 1989 Conference resolution concerning harmonization of systems of classification and labelling for the use of hazardous chemicals at work, and supports the activities of the IPCS Coordinating Group on the Harmonization of Chemical Classification Systems. This work will be carried out in cooperation with programme 90.2 (Occupational safety and health).

Information packages for field use

90.47. The databases of practical information, especially on chemical substances, which were assembled in previous biennia for use on personal computers will be updated and expanded. These include the exposure limits database, published as *Occupational Safety and Health* series No. 37, information on chemicals with the potential to cause major accidents, as defined in the EC Directive on major hazard control, a collection of information in dictionary form and practical guidance notes for chemical safety activities. Additional collections of information on topics such as forestry and occupational cancer will be established in support of technical cooperation activities. The contents of these information packages will be disseminated through training programmes and the network of CIS national centres.

Information for direct use in training

90.48. There is an ongoing need for practical advice on how to avoid hazards related to equipment, processes and working methods. This need is felt most acutely in small and medium-sized enterprises and in developing countries. The CIS network and the ILO's multidisciplinary teams will be used for the collection and dissemination of training materials for direct use in the field. The outputs will be worksite information sheets and practical training materials. Visual aids, in particular transparencies for overhead projection, will be combined with printed materials in order to make up readily usable packages for use in the training provided by inspectors, safety officers, workers' safety representatives and other safety professionals. This work will be carried out in cooperation with major programmes 225 (Employers' activities) and 230 (Workers' activities) and programme 90.2 (Occupational safety and health).

Encyclopaedia of Occupational Health and Safety

90.49. The objective of this subprogramme is the application by constituents of a body of common knowledge and methodology for the prevention of work-related accidents and diseases.

The fourth edition of the Encyclopaedia

90.50. The ILO *Encyclopaedia of Occupational Health and Safety* is one of the world's standard reference works. Focusing on hazard recognition, prevention and control, it deals with virtually all major workplace hazards in all sectors of the economy, as well as many social and policy issues. Its avoidance of technical jargon makes it an important tool for the implementation of ILO principles and standards, especially in training activities. The contents of the fourth edition of the Encyclopaedia, work on which commenced during the biennium 1990-91, have been partially assembled and edited during the biennium 1992-93. Drafting and editing of the material will continue in 1994-95 and the first two volumes (out of four) will be produced. In addition to the printed Encyclopaedia, preparatory work will continue on a compact disc (CD-ROM) version of the publication. This work will be undertaken in collaboration with major programme 120 (Labour information and statistics), including the International Labour Information System (ILIS), and programmes 80.2 (Labour law and labour relations), 90.2 (Occupational safety and health), 90.4 (Conditions of work and welfare facilities), 180.2 (Publications), 180.4 (Printing and typing) and 230.3 (Workers' education), as well as the International Programme on Chemical Safety (IPCS), WHO, UNEP and the International Agency for Research on Cancer (IARC).

Technical cooperation

90.51. Some of the regular budget technical cooperation resources shown under programme 90.1 (Departmental management) will be used to promote safety and health information activities, especially training in information management, and to develop extra-budgetary projects for the creation of information services.

90.52. About $2.5 million in extra-budgetary multi-bilateral resources are expected to become available for activities related to information services in two major regional technical cooperation projects, one for Africa and the other for Asia. These projects, which cover 40 countries and emphasize information as a vehicle for the improvement of working conditions and environment, will be implemented in close cooperation with programme 90.2 (Occupational safety and health). National and subregional projects containing components related to information activities may also be developed and implemented jointly on the basis of the experience that is acquired and the needs identified in the above projects.

90.4. Conditions of work and welfare facilities

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	21/07
GENERAL SERVICE WORK-YEARS	13/06
NON-STAFF COSTS	$521,965
TOTAL	**$4,130,530**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	-
GENERAL SERVICE WORK-YEARS	-
NON-STAFF COSTS	-
TOTAL, EXCLUDING TECHNICAL COOP.	-
TECHNICAL COOPERATION	$1,392,000

90.53. The objective of this programme is to increase the capacity of member States to provide essential minimum protection and progressive improvements in conditions of work and welfare facilities.

90.54. There will be a considerable concentration of effort under this programme on follow-up work to the interdepartmental projects on Equality for women in employment and the Elimination of child labour. Work under the Specific categories of workers subprogramme will therefore be reinforced, but will deal only with child labour and gender and family issues. Priority will also be given to the provision of technical advisory services and the promotion of international labour standards. No provision is made for specific work items under the Welfare facilities subprogramme, although this topic will receive secondary attention in other work.

Policies for the improvement of conditions of work and welfare facilities

90.55. The objective of this subprogramme is to increase the capacity of member States to establish and implement effective policies and programmes for the improvement of conditions of work and welfare facilities.

Promotion of international labour standards concerning conditions of work

90.56. A large number of international labour standards have been adopted concerning conditions of work. The promotion of these standards requires careful discussion and analysis of the instruments in each specific national context, including the implications of the standards for national legislation. A part of this work will therefore consist of comments on draft legislation. In practice, however, member States need assistance with two additional problems: how to apply the standards at the workplace; and their possible effects on labour costs and competitiveness. Advisory services will therefore be directed towards enabling ILO constituents to face these issues and will be based on recent evidence that improved working conditions contribute to increased motivation and productivity and a higher quality of work and that low-cost improvements are often possible. These advisory services will be combined with tripartite national seminars, financed from RBTC resources, with the aim of demonstrating the benefits of ratifying and applying standards, in particular the Maternity Protection Convention (Revised), 1952 (No. 103), the Minimum Age Convention, 1973 (No. 138), the Workers with Family Responsibilities Convention, 1981 (No. 156) and the Night Work Convention, 1990 (No. 171). Advice will also be provided to ILO constituents, ILO experts and other concerned organizations on the implications of conditions of work standards for technical cooperation. This work will be carried out in close cooperation with major programme 50 (International labour standards and human rights) and with the multidisciplinary teams in the regions.

Clearing-house on conditions of work

90.57. Governments, employers, trade unions and other parties use information from the ILO for the development of legislation, collective bargaining and shop-floor action on conditions of work. The conclusions concerning future action in the field of working conditions and environment adopted by the Conference in 1984 and the Medium-Term Plan 1990-95 emphasize the importance of the dissemination and exchange of information in this field. The main instrument for this work is the Clearing-house on conditions of work. Its database and networking capabilities will be strengthened and its outputs will focus on matters of immediate interest to its tripartite audience. The main output will remain the *Conditions of Work Digest*, which will continue to provide in-depth, factual information on legislation, collective agreements, court decisions, action programmes, the positions of various groups and the instruments adopted by the ILO and other international organizations. However, the number of issues produced during the biennium will be reduced from four to two, in order to devote more time to responding to requests for information from ILO constituents and to updating the information provided in previous issues, especially the legislative fact-sheets. In addition, some annotated bibliographies will be produced. The work of the Clearing-house will be carried out within the framework of the International Labour Information System (ILIS) and in collaboration with major programme 120 (Labour information and statistics) and programmes 50.5 (Labour law information) and 90.3 (Safety and health information services).

Meeting of Experts on Workers' Privacy

90.58. A draft code of practice on workers' privacy, based on an extensive survey of legislation, court decisions, collective agreements, policies and practices, was prepared during the biennium 1992-93. The draft code contains principles and practical guidance for safeguarding the individual privacy of workers. It covers the collection and transmittal of personal data, electronic monitoring and surveillance techniques, and the testing of workers and jobseekers. The draft code will be submitted to member States for comments and to a tripartite meeting of experts. The meeting will last seven calendar days in Geneva and will be attended by eight participants appointed by each of the groups of the Governing Body and one expert ($121,000). The meeting will also consider the possibility of adopting international labour standards in this field. This work will be carried out in consultation with major programme 50 (International labour standards and human rights) and programme 80.2 (Labour law and labour relations).

Working time and work organization

90.59. The objectives of this subprogramme are: the adoption in member States of measures to protect workers from excessive hours of work and harmfully stressful jobs; and the adaptation of work schedules, work organization and technology to the needs and preferences of workers and the requirements of enterprises.

Practical advice on working time arrangements

90.60. In recent years, a variety of new working time practices have been introduced in both industry and services in order to extend operating hours, meet variations in demand, respond to reductions in hours of work and provide greater flexibility for both employers and workers. The resulting changes in methods of regulating working hours and numerous practical problems at the level of the workplace have generated an increased demand from ILO constituents for technical advice. Provision is made in the biennium 1992-93 for a Meeting of Experts on Working Time to adopt a code of practice on such practical working time arrangements. The code is expected to emphasize workers' participation in the introduction of working time schemes which reconcile modern operating requirements with the protection of workers. Research undertaken during the biennium 1992-93 will also provide information on international experience relating to the measurement of working time, absences from work and the relation between operating hours and hours of work. In the biennium 1994-95, this work will be used as a basis for the provision of technical advice to promote and support working time programmes and activities among ILO constituents. Training and information materials to support these advisory services will be developed on the basis of the code, previous research and international labour standards, in particular the recent instruments on night work and those which are to be adopted on part-time work. These materials will also be used to meet the numerous requests that are received for information on working time issues.

Reconsideration of limits on hours of work

90.61. Daily, weekly and other limits on hours of work have long been considered an essential safeguard for workers' health and a contribution to efficiency. However, the traditional regulatory framework for working time is being challenged in a growing number of countries. Shorter normal hours of work and the adaptation of work schedules to production requirements, as well as to workers' needs and preferences, have resulted in the widespread adoption of weekend shifts, compressed working weeks, annual hours schemes and related measures. This has led to the revision of regulations to permit the averaging of hours and to raise limits on hours of work and overtime. ILO standards on hours of work, in particular the basic Conventions Nos. 1 and 30, are increasingly distant from current regulatory developments. An assessment will be made of the changes that have occurred in both developing and industrialized countries, and particularly of their implications for efficiency, for workers' health and their use of leisure time, and for international standards. Special attention will be paid to cases where long hours of work are permitted, including the specific situations of certain sectors and occupational groups. The results will be compiled in a report on developments in law and practice, which will be used for the provision of practical advice to governments and to organizations of employers and workers. The report will be widely disseminated. Depending on the recommendations of the meeting of experts, in 1993, the results of this work may also be used for the preparation of proposals to the Governing Body for revised international labour standards on hours of work. This work will be carried out in consultation with programmes 50.2 (Application of standards) and 90.2 (Occupational safety and health).

Working conditions and organizational effectiveness

90.62. It is becoming increasingly widely recognized that improvements in working conditions and work organization can make a strategic contribution to productivity and competitiveness. Improvements of this type are of special interest to the ILO: the emphasis that is placed on motivation, flexibility, quality and customer satisfaction requires worker participation, the development of competence and employment security. Several activities in recent years have focused on the connection between the way in which workers are treated and their performance. In small and medium-sized enterprises, voluntary action to improve working conditions and productivity through the training of entrepreneurs has been developed into a programme on Work Improvements in Small Enterprises (WISE), and manuals have been produced on *Higher Productivity and a Better Place to Work*. A manual on ergonomics and work organization will be produced in the biennium 1994-95 and will adopt a similar approach for larger and more technologically advanced enterprises. The recent ILO study *On Business and Work* identifies further potential for action, using the most advanced enterprises as examples. This work offers practical means of improving worker protection and the application of international labour standards, while enhancing competitiveness. The follow-up of this work will consist primarily of adapting the materials for use by different target groups and promoting their use by ILO constituents through the provision of advisory services and the development of components of technical cooperation programmes. Operational experience, especially regarding such specific topics as working time arrangements, implications for women, the training of trainers and action in particular sectors will be incorporated into the WISE programme and complementary promotional and training materials will be developed. In cooperation with major programmes 65 (Enterprise and cooperative development), 80 (Industrial relations and labour administration), 225 (Employers' activities) and 230 (Workers' activities) and programme 90.2 (Occupational safety and health), multidisciplinary advice will be offered on modern systems of work organization that offer advantages in the areas of working conditions, industrial relations and business effectiveness. The outputs of this work will also be useful for technical cooperation activities carried out by major programmes 60 (Employment and development) and 70 (Training).

Combating stress at work

90.63. Occupational stress is now recognized as being a principal cause of work-related diseases and injuries, absenteeism, low productivity and problems related to quality, and is estimated to cost billions of dollars and affect millions of workers. Recent ILO work has concentrated on identifying examples of successful cases of stress prevention at the workplace and on the development of guidelines. Emphasis will be placed during the biennium 1994-95 on: the provision of training and advisory services on preventive measures related to the organization of work; the adaptation of machines and equipment to workers; the introduction of new technologies, planning and control systems; interpersonal relations; and supervisory methods and other practices which have a direct impact on stress levels. The guidelines which are being developed will be supplemented by information on specific measures which combat the root causes of occupational stress in particularly demanding occupations in both industry and services. Brochures will also be prepared detailing preventive measures. This work will be carried out in consultation with programme 90.2 (Occupational safety and health).

90.64. The work covered by this subprogramme also includes the collection and dissemination of information and the provision of technical advisory services on the economic, social, regulatory and practical aspects of a variety of specific topics, including: normal and actual hours of work; annual leave, paid educational leave, public holidays and other forms of paid and unpaid time off work; shop opening hours; daily and weekly rest; absences from work and absenteeism; work organization and technology in diverse industries and services; the quality of working life; ergonomics; automation; and job and work design. Some resources are also provided to support technical cooperation activities related to the WISE programme.

Work-related welfare facilities and services

90.65. The objective of this subprogramme is the adoption in member States of measures giving workers and their families access to work-related welfare facilities and services, including: basic amenities, food services, child-care facilities, counselling, transport, housing, health care, education and recreation. Although no specific work items are proposed for the biennium 1994-95 under this subprogramme, some provision is made for the collection and dissemination of information on the above topics. Moreover, recent work on child care and care for the elderly will be followed up under the Specific categories of workers subprogramme.

Specific categories of workers

90.66. The objective of this subprogramme is the adoption in member States of measures which: contribute to the protection of working children and the progressive abolition of child labour; and respond to the needs of other specific groups of workers or to the difficulties associated with certain forms of employment.

Child labour: Policy analysis and formulation

90.67. The persistence of child labour under abusive and exploitative conditions is attracting increased attention, both in response to the ILO's standard-setting, research and information dissemination activities, and as part of a worldwide movement associated with the United Nations Convention on the Rights of the Child and the World Summit on Children. These developments have resulted in an increase in requests to the Office to provide policy guidance, advice and direct technical assistance in dealing with the problem of child labour and the protection of working children. By 1994, as a result of the work carried out under the interdepartmental project on the elimination of child labour and the International Programme on the Elimination of Child Labour (IPEC), the ILO will have provided direct assistance in the formulation and implementation of policies and programmes to several countries and will therefore have acquired considerable experience in meeting needs at the country level. This experience will be systematically monitored and analysed with a view to identifying the advisory services and direct assistance which can be provided by the Office as a whole. Guidelines will be prepared on how to implement action programmes and evaluate their effectiveness. This work will be integrated with activities financed from extra-budgetary resources and will therefore involve a substantial component of technical advisory services based on a model consisting of three elements: investigation; direct and intensive consultations with policy-makers through informal and formal meetings; and, on this basis, the formulation of practical policies and programmes, which in turn could be implemented through IPEC or financed from other extra-budgetary resources. In addition, a training programme and package will be developed for the ILO's multidisciplinary teams for use in the development of national policies and programmes and in the provision of technical advisory services. Finally, these activities will include the coordination of work carried out by other major programmes, the collection and dissemination of information, representation, advocacy and the promotion of ILO standards.

Child labour: Support for action by employers' and workers' organizations and community groups

90.68. A striking recent development in the campaign against child labour has been the rapidly expanding action of non-governmental organizations, trade unions, and human rights and community groups. The important role of these organizations in promoting awareness and national action has been emphasized in various fora, including, for example, the last World Congress of the International Confederation of Free Trade Unions (Caracas, March 1992). No less significant is the emerging commitment of employers' organizations, in India and Pakistan for example, to engage in a public campaign against child labour. In response, advice and support will be provided to both employers' and workers' organizations. Information and training packages tailored to the needs of employers' organizations will be developed and promoted through national seminars and workshops, particularly to encourage action relating to small enterprises and, where appropriate, the informal sector. Information and educational packages oriented to the special needs and role of workers' organizations and community groups will also be developed and promoted. To the extent possible, complementary activities will be carried out in the same country or group of countries in order to have maximum impact and to develop a replicable strategy of public mobilization and community action. These activities will include the promotion of joint action by employers' and workers' and other non-governmental organizations directed against the most abusive forms of child labour, and particularly child labour in hazardous industries, in domestic service and in bondage and servitude. This work will follow up the 1992-93 interdepartmental project and will involve cooperation with major programmes 225 (Employers' activities), 230 (Workers' activities) and 235 (Public information), as well as with programme 90.2 (Occupational safety and health).

Promotion of integrated measures on work and the family

90.69. Workers' family responsibilities can conflict with the demands of their employment and can result in stress, demotivation, absenteeism and low productivity. This conflict is also a fundamental cause of inequality between men and women in employment. It affects a large and growing proportion of workers, as the number of dual-career couples and of single-parent families increases. In order to attract and retain a competent and motivated workforce, employers are introducing a range of voluntary measures, including improved maternity protection, job-sharing, part-time work and flexible hours, career breaks, crèche facilities, child-care allowances or elderly care referral systems. These are increasingly being introduced as a flexible package of benefits designed to enable workers to choose the appropriate responses to their family responsibilities as they evolve over the years. Work carried out in previous biennia has focused on child care and care for the elderly. A publication will be prepared containing illustrations of enterprise-level benefits, with emphasis on comprehensive, dynamic packages of benefits which permit individualized responses to the many dimensions of workers' needs relating to family responsibilities. The publication will be widely disseminated, and advisory services will be used to help ILO constituents take advantage of the information that it contains. In addition, seminars financed from RBTC resources will be organized in selected developing countries in order to raise awareness of the various types of solutions which are available and to stimulate action in this field. This work responds to the resolution concerning ILO action for women workers adopted by the International Labour Conference in 1991 and to numerous resolutions adopted by recent meetings of industrial and analogous committees.

Prevention of sexual harassment at work

90.70. There is increasingly widespread recognition, in the developing and industrialized countries alike, that sexual harassment undermines workers' dignity, disrupts working relationships and is a source of discriminatory attitudes and behaviour. A number of countries have enacted legislation requiring employers to provide a working environment that is free of sexual harassment and a number of measures have been developed through collective bargaining and enterprise initiatives. Based on these measures, a draft code of practice will be prepared to provide broadly acceptable guidance on policies, procedures, guidelines and programmes for the prevention of sexual harassment at work. Seminars will also be held in a number of countries with a view to assisting national authorities and representatives of employers' and workers' organizations to identify effective preventive and remedial measures. These activities accord with the priority theme of the protection of workers, especially the most vulnerable among them, since young and poorly qualified women are the principal victims of sexual harassment. They are also relevant to the theme of poverty alleviation, since employment opportunities may be denied to women who refuse to condone harassing behaviour. They respond directly to the resolution concerning ILO action for women workers adopted by the International Labour Conference in 1991. In addition, these activities follow up the work on sexual harassment carried out under the

1992-93 interdepartmental project on Equality for women in employment. The work will be carried out in collaboration with major programme 50 (International labour standards and human rights).

90.71. The activities covered by this subprogramme include the collection and dissemination of information and the provision of technical advisory services on economic, social, regulatory and practical aspects of a variety of specific topics, including: the conditions of work of women, young workers, older workers and other specific groups; conditions of work of workers employed in precarious circumstances, such as homeworkers and workers in the informal sector; and general aspects of child labour. Some resources are also provided to support technical cooperation activities under each of the above subprogrammes.

Technical cooperation

90.72. RBTC resources, which are shown under programme 90.1 (Departmental management), will be used under this programme primarily to promote ILO standards, to support and strengthen the work of the programme and to develop proposals for technical cooperation activities financed from extra-budgetary resources. Special emphasis will be placed on improvements in the work of small enterprises, on working time arrangements suited to the operational requirements of the enterprise and the needs or preferences of workers, and on combating child labour. The main means of action will be the provision of technical advisory services, assistance for the training of trainers and national seminars or workshops.

90.73. Extra-budgetary resources are expected to amount to some $1,392,000 in the biennium 1994-95. The main areas of work will be: conditions of work and productivity in small and medium-sized enterprises; conditions of work of women workers; and alcohol and drug abuse prevention and assistance programmes at the workplace.

Major Programme 90. Working Conditions and Environment

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
90.1. DEPARTMENTAL MANAGEMENT										
ENVIRONMENT AND THE WORLD OF WORK	2/00	1/00	316,860	51,645	368,505	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	1,214,700	1,214,700	-	-	-	10,010,000	10,010,000
PROGRAMME MANAGEMENT AND SUPPORT	4/00	4/00	831,216	36,000	867,216	1/06	1/00	255,102	24,075	279,177
1994-95 TOTALS	**6/00**	**5/00**	**1,148,076**	**1,302,345**	**2,450,421**	**1/06**	**1/00**	**255,102**	**10,034,075**	**10,289,177**
1992-93 TOTALS	**6/00**	**5/00**	**1,206,696**	**1,238,235**	**2,444,931**	**2/00**	**0/05**	**276,127**	**23,571**	**299,698**
90.2. OCCUPATIONAL SAFETY AND HEALTH										
POLICIES FOR OCCUPATIONAL SAFETY AND HEALTH	6/10	2/00	983,682	257,086	1,240,768	-	-	-	-	-
OCCUPATIONAL ACCIDENTS	4/03	-	524,943	68,500	593,443	-	-	-	-	-
WORK-RELATED DISEASES	3/10	-	473,478	96,224	569,702	-	-	-	-	-
WORKING ENVIRONMENT AND ERGONOMICS	5/03	-	648,459	221,000	869,459	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	-	-	-	-	-	5,718,000	5,718,000
PROGRAMME MANAGEMENT AND SUPPORT	2/00	11/00	1,015,140	33,000	1,048,140	-	-	-	-	-
1994-95 TOTALS	**22/02**	**13/00**	**3,645,702**	**675,810**	**4,321,512**	**-**	**-**	**-**	**5,718,000**	**5,718,000**
1992-93 TOTALS	**25/08**	**14/00**	**4,147,836**	**770,696**	**4,918,532**	**-**	**-**	**-**	**6,440,000**	**6,440,000**

90.3. SAFETY AND HEALTH INFORMATION SERVICES

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS P	WORK-YRS/MTHS GS	STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS P	WORK-YRS/MTHS GS	STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
OCCUPATIONAL SAFETY AND HEALTH INFORMATION SERVICES	5/00	6/09	1,088,919	15,000	1,103,919	-	-	-	-	-
DISSEMINATION OF READY-TO-USE INFORMATION	2/06	2/03	465,903	-	465,903	-	-	-	-	-
ENCYCLOPAEDIA OF OCCUPATIONAL HEALTH AND SAFETY	2/06	2/00	448,446	20,000	468,446	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	-	-	-	-	-	2,500,000	2,500,000
PROGRAMME MANAGEMENT AND SUPPORT	2/00	2/00	386,688	-	386,688	-	-	-	-	-
1994-95 TOTALS	**12/00**	**13/00**	**2,389,956**	**35,000**	**2,424,956**	-	-	-	**2,500,000**	**2,500,000**
1992-93 TOTALS	**12/08**	**15/00**	**2,611,956**	-	**2,611,956**	-	-	-	**2,760,000**	**2,760,000**

90.4. CONDITIONS OF WORK AND WELFARE FACILITIES

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS P	WORK-YRS/MTHS GS	STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS P	WORK-YRS/MTHS GS	STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
POLICIES FOR THE IMPROVEMENT OF CONDITIONS OF WORK AND WELFARE FACILITIES	3/04	2/00	551,376	221,000	772,376	-	-	-	-	-
WORKING TIME AND WORK ORGANIZATION	7/11	-	977,835	130,000	1,107,835	-	-	-	-	-
WORK-RELATED WELFARE FACILITIES AND SERVICES	0/02	-	20,586	-	20,586	-	-	-	-	-
SPECIFIC CATEGORIES OF WORKERS	8/02	0/06	1,043,628	140,965	1,184,593	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	-	-	-	-	-	1,392,000	1,392,000
PROGRAMME MANAGEMENT AND SUPPORT	2/00	11/00	1,015,140	30,000	1,045,140	-	-	-	-	-
1994-95 TOTALS	**21/07**	**13/06**	**3,608,565**	**521,965**	**4,130,530**	-	-	-	**1,392,000**	**1,392,000**
1992-93 TOTALS	**21/07**	**13/00**	**3,573,651**	**475,110**	**4,048,761**	-	-	-	**1,800,000**	**1,800,000**

Major Programme 100. Sectoral Activities

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFES-SIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RE-SOURCES
100.10	DEPARTMENTAL MANAGEMENT	6/06	9/00	1,740,075	49,000	1,789,075
100.20	INDUSTRIAL ACTIVITIES	20/00	6/00	2,889,288	256,808	3,146,096
100.30	MARITIME INDUSTRIES	8/08	3/00	1,279,956	317,000	1,596,956
100.40	SERVICE SECTOR OCCUPATIONS AND ACTIVITIES	11/11	4/02	1,762,849	93,145	1,855,994
100.50	HOTELS AND TOURISM	3/10	2/05	642,229	78,000	720,229
100.60	SECTORAL MEETINGS	1/01	-	494,064	3,258,860	3,752,924
1994-95	**TOTALS**					
	REGULAR BUDGET	52/00	24/07	8,808,461	4,052,813	12,861,274
	OTHER SOURCES	1/06	2/07	365,663	14,473,370	14,839,033
1992-93	**TOTALS**					
	REGULAR BUDGET	57/01	24/00	9,452,157	4,221,473	13,673,630
	OTHER SOURCES	3/08	/06	557,634	16,747,112	17,304,746

100.1. The general objective of this major programme is to enhance the capacity of ILO constituents (governments and employers' and workers' organizations) to deal equitably and effectively with the labour and social problems of particular economic sectors and occupational categories.

100.2. The specific objectives of the major programme are the following:

a) the provision of a negotiating forum to ILO constituents in specific economic sectors and occupational categories to foster sector-wide international solidarity and understanding;

b) the identification of issues, problems and solutions and the adoption of conclusions and resolutions by sectoral committees and meetings to serve ILO constituents for the improvement of social and labour conditions in specific economic sectors at the national level;

c) the implementation by ILO constituents of the conclusions and recommendations adopted by sectoral committees and meetings;

d) that sectoral dimensions are properly taken into account in the ILO's activities as a whole and that the sector-specific activities of this major programme complement the broader treatment of issues in other technical major programmes.

100.3. A corollary to these objectives is increased awareness by ILO constituents, through the major programme's promotional activities, of basic international labour standards, such as those concerning freedom of association and collective bargaining, equality of opportunity and treatment and tripartite consultation, as well as sector-specific standards, such as those for the maritime industry, nursing personnel, plantations and the hotel, catering and tourism industry. Promotional activities will cover related standards and codes or compendia of principles of good practice, such as those elaborated for the maritime sector and for professional workers.

100.4. The principal activity of this major programme in pursuit of these objectives is the preparation and organization of the programme of sectoral meetings decided upon by the Governing Body. The established sectoral committees cover 12 economic sectors and regular tripartite technical meetings cover another five. Various other economic sectors and occupations are serviced through standing technical committees and ad hoc meetings. The public service and the maritime sector are covered respectively by the Joint Committee on the Public Service and the Joint Maritime Commission. In total, over 30 industries or sectors are covered by the programme of meetings. Details of the meetings to be held in the biennium 1994-95 are given under programme 100.6 (Sectoral meetings). An evaluation will be undertaken during the biennium of the new programme of sectoral meetings which came into effect in the biennium 1992-93. The evaluation will cover issues such as the structure, operation, follow-up and coverage of established sectoral committees and ad hoc meetings and will be carried out in collaboration with major programme 200 (Programming and management). Resources for this work amounting to 0/06 Professional work-year are provided under programme 100.1 (Departmental management).

100.5. Active links on technical matters are maintained by each programme with the relevant institutions and associations, including employers' and workers' organizations, government administrations, professional associations, academic institutions and intergovernmental organizations. The activities of this major programme include technical liaison and relations with UNESCO, UNIDO, IMO, WIPO, WHO and WTO. Close relations are also maintained and various joint activities are carried out in specific areas with the United Nations and its regional commissions, FAO, the World Bank and other organizations. The standard-setting activities covered by the major programme relate to several industries, economic sectors and occupational categories, including shipping, fishing, ports, construction, plantations, commerce and offices, nurses, teachers, journalists, artists, performers, hotels and restaurants.

100.6. The resources for this major programme are $812,000 lower than in the biennium 1992-93. This reduction corresponds to decreases of 5/01 Professional work-years, $57,000 in short-term staff costs and $169,000 in other costs, offset by an increase of 0/07 General Service work-year. Over one-half of the total reduction ($438,000) is accounted for by a decrease in the level of activities of programme 100.5 (Hotels and tourism) for reasons explained in the Introduction. In addition there is a reduction of some $115,000 in programme 100.6 (Sectoral meetings) associated with participants' travel. The remaining amount of $259,000 is related to the general reduction in headquarters technical major programmes arising from the reinforcement of ILO activities in the regions, as explained in the Introduction.

100.1. Departmental management

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	6/06
GENERAL SERVICE WORK-YEARS	9/00
NON-STAFF COSTS	$49,000
TOTAL	**$1,789,075**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	-
GENERAL SERVICE WORK-YEARS	-
NON-STAFF COSTS	$129,282
TOTAL, EXCLUDING TECHNICAL COOP.	**$129,282**
TECHNICAL COOPERATION	$187,000

100.7. Provision is made under this programme for the planning, coordination and supervision of the activities carried out under the major programme, for support services to the other programmes and for the development of Office-wide approaches to activities that are specific to particular sectors and occupational categories. The resources shown under the Programme management and support subprogramme cover the director of the department and administrative and secretarial support, as well as the evaluation mentioned in paragraph 100.4 above.

Multi-sectoral support

100.8. Provision is made to support the preparation, servicing and follow-up of the programme of sectoral meetings. The functions of this subprogramme include: administrative arrangements at the preparatory stages of sectoral meetings; clerical support during meetings; and providing a clerk and chief of secretariat services at such meetings. Linguistic support will be provided for the major programme as a whole and, in particular, for the preparation and follow-up of meetings, including the revision and translation of notes on proceedings. Increased provision has been made for General Service support to cover the expanded programme of sectoral meetings which commenced in 1992. The resources for short-term staff (committee secretaries) to service the programme of meetings are now shown under this programme, instead of under programme 220.2 (Official relations) where they were shown previously.

100.2. Industrial activities

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	20/00
GENERAL SERVICE WORK-YEARS	6/00
NON-STAFF COSTS	$256,808
TOTAL	**$3,146,096**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	-
GENERAL SERVICE WORK-YEARS	0/04
NON-STAFF COSTS	$25,517
TOTAL, EXCLUDING TECHNICAL COOP.	**$48,793**
TECHNICAL COOPERATION	$2,056,000

100.9. The objective of this programme is to improve dialogue among ILO constituents and improve their capacity to deal equitably and effectively with social and labour issues in the sectors concerned. This programme covers the following industries and sectors for which standing committees currently exist: building and construction, chemical industries, coal mines, food and drink industries, forestry and wood industries, inland transport, iron and steel, metal trades, plantations and textiles. The programme also covers sectors for which tripartite technical meetings are convened at regular intervals, including clothing, leather and footwear, mines other than coal mines, printing and allied trades, and the rural sector. In addition, the programme organizes ad hoc meetings for the industrial sectors and subsectors not covered by standing committees and meetings. This programme will be responsible for eight meetings in the biennium 1994-95.

Standing committees and meetings

100.10. Resources are provided to cover the preparation of the general reports and the servicing of the following major meetings scheduled to be held during the biennium: Thirteenth Session of the Coal Mines Committee; Eleventh Session of the Chemical Industries Committee; Tenth Session of the Committee on Work on Plantations; and the Fourth Tripartite Technical Meeting for the Clothing Industry. The preparations will start for two major meetings to be held in the first half of 1996. Resources are also provided for the servicing of the Thirteenth Session of the Metal Trades Committee, which was postponed from 1993 by decision of the Governing Body at its 254th (November 1992) Session.

Ad hoc meetings

100.11. Provision is made for the preparation of reports and the servicing of the following smaller meetings: Meeting on Social and Labour Issues concerning Migrant Workers in the Construction Industry; and Meeting on Globalization of the Footwear, Textiles and Clothing Industries: Effects on Employment and Working Conditions. Resources are also provided for the servicing of the Tripartite Meeting on the Consequences for Management and Personnel of the Restructuring of Railways, which was postponed from 1993 by decision of the Governing Body at its 254th (November 1992) Session.

Ongoing activities

100.12. For each industrial sector covered by this programme, resources are allocated for ongoing activities such as:

- administrative follow-up to meetings, including coordination with other ILO programmes responsible for responding to requests that fall within their field of competence;
- identification of priorities and issues in the various industries, such as equality of men and women at work, child labour, the role of industries in relation to the environment and the informal sector, and the application of international labour standards at the sector and industry levels;
- preparation of documents for the Industrial Activities Committee of the Governing Body;
- collection and analysis of information;
- responses to requests for information;
- representation of the ILO in sectoral fora and through lectures and articles;
- maintenance of relations with relevant government departments, employers' and workers' organizations, UN agencies and other organizations dealing with sectoral issues, such as the Economic Commission for Europe, the European Communities, GATT and OECD; and
- exchange of information, provision of advice and other relevant inputs within the Office.

The functions of the programme include secretariat duties for the FAO/ECE/ILO Joint Committee on Forest Technology, Management and Training, and substantive relations with UNIDO. Technical cooperation and advisory services will continue to be provided in response to requests for assistance in specific industrial sectors and in accordance with the conclusions and resolutions adopted by major sectoral meetings.

Newsletter and networks

100.13. The need for information relating specifically to individual sectors and industries between meetings is stressed by almost all industrial committees and tripartite technical meetings. This requirement will be more important following the decision of the Governing Body to dispense, at least for the time being, with the preparation of reports on action taken by the Office two years after each meeting. Short newsletters will therefore be published, on a trial basis, for a number of sectors as an efficient means of satisfying this need. They will include news about the various sectors, including information on best practices, and news of ILO activities. Preliminary steps will also be taken towards the establishment of electronic networks (computer conferencing) on a sectoral basis. The aim is to permit the time- and cost-efficient sharing of information between the ILO and its constituents and among constituents.

Consolidated texts of conclusions and resolutions

100.14. The Textiles Committee and the Forestry and Wood Industries Committee have called for the texts of their resolutions and conclusions to be published in consolidated form. The conclusions and resolutions of each of the committees will therefore be assembled in chronological order, with the addition of a subject index, and published.

Substantive follow-up

100.15. Studies and other follow-up activities are undertaken in response to requests by sectoral meetings when such requests cannot be followed up by other technical major programmes. They address specific concerns of the constituents, such as identifying best social and labour practices in a given sector. When priority issues are common to more than one sector, opportunities are sought for multi-sectoral work.

Privatization of basic industries

100.16. The wave of privatization has reached countries, sectors and enterprises which were widely thought to be unaffected by this trend. This includes many enterprises which, for a number of political, fiscal or social reasons, might have been expected to remain public. Many of them are in the so-called strategic sectors of the economy. Different degrees of preparation and means of implementing privatization are resulting in many cases in reductions in employment without any immediate benefits in performance. Apart from issues of equity, the question arises as to whether the human resource base on which the sectors depend, which is the result of investment over long periods, is being significantly weakened by the manner of privatization. An analysis will be made of the privatization of industries in a number of countries with a view to formulating guidelines on how to carry out privatization in ways which respect social commitments to workers in the enterprises and which achieve, in the long and short term, the desired efficiency gains. The sectors which will be covered by this review include: chemicals and petroleum; inland transport; iron and steel; mining; plantations; and public works.

Industrial work and the environment

100.17. The production of basic and consumer goods can have a substantial impact on the environment. In certain sectors, workers live near their workplaces. In such cases, pollution of the general environment and adverse working and living conditions are directly related. Leading enterprises in most sectors have become very conscious of their environmental impact and have devised policies to play a constructive role in improving the general and working environment. The best practices adopted by governments, employers and workers in industrial activities, such as steel mills, mines, tanneries, pulp mills and chemical plants will therefore be identified and documented. An assessment will also be made of the impact of higher environmental standards on employment levels, conditions of work and productivity in the industries concerned.

International labour standards

100.18. RBTC resources are provided to finance the holding of a workshop on rural poverty and international labour standards in an African or Asian country. The workshop, which will discuss the international labour standards which are relevant to the fight against rural poverty, will be carried out in collaboration with major programmes 50 (International labour standards and human rights) and 60 (Employment and development). RBTC resources will also be used to carry out two advisory missions to assess the relationship between the internationalization of the footwear, clothing and electronics industries and the observance of international labour standards.

100.3. Maritime industries

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	8/09
GENERAL SERVICE WORK-YEARS	3/00
NON-STAFF COSTS	$317,000
TOTAL	**$1,596,956**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	-
GENERAL SERVICE WORK-YEARS	0/08
NON-STAFF COSTS	$19,935
TOTAL, EXCLUDING TECHNICAL COOP.	**$66,487**
TECHNICAL COOPERATION	$3,811,000

100.19. The objective of this programme is to promote social and economic progress in the maritime industries (shipping, fishing, ports and inland water transport), especially as regards the working and living conditions of workers in these industries. The maritime sector is international and dynamic, yet the organization, operation and management of transport systems, as well as working and living conditions, will continue to be affected by structural changes. The increased development of multimodal transport, involving sea, inland water, road, rail and air, requires close coordination of the different modes of transport. Priority in the activities of the programme will be given to the revision and promotion of ILO maritime standards, safety and health issues and the provision of technical advisory services. The main emphasis in the work of the programme will be placed on shipping and ports. Activities related to the fishing sector will be mainly confined to the examination of government reports on the application of international labour standards for fishermen, the dissemination of information and the provision of technical advisory services based on the Joint ILO/FAO/IMO Code of Safety for Fishermen and Fishing Vessels and the Joint Document for Guidance on Fishermen's Training and Certification.

Shipping industry

100.20. The major structural changes in progress in the shipping industry will continue to affect seafarers' working and living conditions. The fragmentation of traditional shipping operations through, for example, the extensive use of subcontractors and frequent changes in ownership and ship registration, is tending to complicate the relationship between the shipowner and the seafarer.

100.21. Emphasis will be placed on follow-up to the resolutions adopted by the 26th Session of the Joint Maritime Commission (October 1991) on standard setting, and promoting the ratification and implementation of ILO maritime labour standards, and particularly the Merchant Shipping (Minimum Standards) Convention, 1976 (No. 147). These aims will be met through the collection and dissemination of information on the working and living conditions of seafarers, including information on laws, regulations and collective agreements, and the provision of technical advisory services to governments and employers' and workers' organizations. These activities will be undertaken in close collaboration with major programme 50 (International labour standards and human rights) and the multidisciplinary teams. Resources are also provided for the examination of government reports on the application of maritime Conventions and Recommendations.

Tripartite Meeting on Maritime Labour Standards

100.22. At its 254th (November 1992) Session the Governing Body decided that a Tripartite Meeting on Maritime Labour Standards would be included in the programme of sectoral meetings for the biennium 1994-95. The Meeting, which will be attended by tripartite national delegations from 30 member States, will meet in Geneva for 12 calendar days. Resources are allocated for the preparation of the reports and the servicing of the Meeting.

Port industry

100.23. Further technological changes in ports will continue to affect the working and living conditions of port personnel. As a result of the commercialization and privatization of many ports in both industrialized and developing countries, issues such as labour rationalization and redundancies, manpower planning, dock labour schemes, training and redeployment need to be addressed. Technical advisory services will be provided to constituents and in support of the work of the multidisciplinary teams in order to assist governments and employers' and workers' organizations to develop measures to respond to these issues. These services will focus on issues such as manpower development in privatized ports, recruitment and placement, occupational safety and health, labour-management cooperation, the organization of work and the assessment of training needs. In addition, provision is made for the preparation and servicing of the Meeting on Social and Labour Problems caused by Structural Adjustments in the Port Industry, as well as for the collection and dissemination of information.

Inland water transport

100.24. Technological changes in the inland water transport sector, particularly relating to infrastructure, vessel design and specialization, navigation aids and cargo handling methods, affect the conditions of work of boatmen. Resources are provided for the collection and dissemination of information and the provision of technical advisory services on issues such as manpower planning, certification, manning, accommodation, safety, the assessment of training needs and the harmonization of legislation on international inland waterways. This work will be undertaken in close collaboration with regional and subregional river authorities.

Technical cooperation

100.25. Projected expenditure from extrabudgetary resources on technical assistance is expected to amount to about $3.8 million during the biennium 1994-95. Technical cooperation projects will mainly be in the port sector and will address issues such as the organization of cargo handling, developments in the curricula of port training institutions, the training of instructors and assistance in the establishment of port training centres. Close collaboration will be established with the multidisciplinary teams. Emphasis will also be given to the provision of technical advisory services, particularly in the fields of maritime labour legislation and the working and living conditions of port personnel.

100.26. RBTC resources amounting to $246,000 will cover the provision of interregional consultancy services in major areas of ILO concern, such as international labour standards, technological developments and their social implications in ports, technical cooperation and TCDC activities. These activities will be undertaken in consultation with the multidisciplinary teams and the concerned regional major programmes.

100.4. Service sector occupations and activities

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	11/11
GENERAL SERVICE WORK-YEARS	4/02
NON-STAFF COSTS	$93,145
TOTAL	**$1,855,994**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	-
GENERAL SERVICE WORK-YEARS	0/06
NON-STAFF COSTS	$8,636
TOTAL, EXCLUDING TECHNICAL COOP.	**$43,550**
TECHNICAL COOPERATION	$318,000

100.27. The two main objectives of this programme are: increased dialogue between the ILO's tripartite constituents concerning the services sector and salaried employees and professional workers; and greater awareness among ILO constituents of the social and labour issues in the service industries and occupations. The activities of the programme cover a broad range of occupational categories in the following sectors: commerce and offices; public administration; post and telecommunications; public utilities and community protection services; education and training; health and welfare; and culture and the media.

100.28. The activities covered by this programme will be undertaken in the context of the growing proportion of the economy accounted for by the service occupations and industries and their crucial role in employment and economic growth. Particular account will be taken of the situation in countries which are undergoing democratization and transition to a market economy, and of the effects of structural adjustment measures and technological change, which have an important impact on the level and quality of employment in the services sector.

100.29. The principal means of action used to achieve these objectives will be: the organization of sectoral meetings; the provision of technical advisory services; the dissemination of information; and standard-setting activities. Emphasis will continue to be given to the organization and servicing of tripartite and joint sectoral meetings, and particularly the meetings of ILO standing committees for the sectors covered by the programme, as well as ad hoc meetings relating to the services sectors and meetings of committees for which the ILO is jointly responsible in collaboration with other UN agencies. These include the Joint ILO/UNESCO Committee of Experts on the Application of the Recommendation concerning the Status of Teachers (CEART), and the Intergovernmental Committee of the International Convention for the Protection of Performers, Producers of Phonograms and Broadcasting Organizations (the Rome Convention), which is serviced by an ILO/UNESCO/WIPO secretariat.

100.30. Emphasis will be placed on ensuring, through the multidisciplinary teams, that the concerns of the services sectors are adequately taken into account by the ILO field structure, and on providing technical advisory services in response to requests from constituents. Information will be disseminated on current trends, the measures adopted to solve problems in specific occupational groups and sectors, and the conclusions and recommendations of sectoral meetings. The application of ILO standards relating to the sectors covered by this programme, as well as the other standards referred to above, will be analysed and monitored.

Commerce and offices

100.31. This sector covers three broad groups of workers: persons employed in the wholesale and retail trades, financial institutions such as banks, insurance companies and business services; office workers in the private sector; and professional, technical, supervisory and managerial staff. Resources are provided for the servicing of, and follow-up to, the Tenth Session of the Committee on Salaried Employees and Professional Workers, which was postponed from 1993 by decision of the Governing Body at its 254th (November 1992) Session, as well as the Meeting on Productivity and Employment in Commerce and Offices. Activities will include technical liaison and follow-up to the Tripartite Meeting on the Social Effects of Structural Change in Banking held in 1993. Emphasis will be placed on the impact on the workforce of technological and structural changes and the emergence of new services and products, particularly from the point of view of employment levels, job quality and content, skill requirements and retraining, labour market segmentation, promotion of better labour relations and equality of opportunity and treatment. Provision is made for the analysis of government reports on ratified Conventions relating to hours of work, weekly rest, and night work of young persons in commerce and offices, as well as for the collection and dissemination of information.

Public administration

100.32. Modernization, structural adjustment, downsizing, deregulation, privatization and contracting out policies affect the workforce in general and women workers in particular in the public administration. These developments have an important effect on labour relations, social protection, safety and health, and employment and working conditions. Provision is made for the preparation and servicing of the Meeting on the Impact of Structural Adjustment in the Public Services (efficiency, quality improvement and working conditions), as well as for technical liaison and follow-up to the Fifth Session of the Joint Committee on the Public Service held in the biennium 1992-93. Provision is also made for technical advisory services to constituents in developing countries and in economies in transition to ensure that public service reforms take due account of human factors such as motivation, career development, qualifications, the working environment and labour relations, which are indispensable for high-quality service delivery.

Public utilities and community protection services

100.33. Activities relating to this sector cover persons employed in public utilities, such as postal and telecommunications services, water, gas and electricity and community protection services. The main issue in these services is to ensure that current privatization measures do not result in a loss of equity in the provision of basic services to the public or in a deterioration of the terms and conditions of employment of the workers concerned. Provision is made for technical liaison and the collection and dissemination of information. Provision is also made for preparatory work for the next session of the Standing Technical Committee for Postal and Telecommunications Services, which is due to be held during the biennium 1996-97.

Health and welfare services

100.34. These activities cover health personnel, including: fully qualified members of the medical and para-medical professions such as doctors, nurses and pharmacists; auxiliaries, assistants, technicians and other intermediate-level personnel; and other wage-earners in the medical and health services. The main concern in this sector is the deterioration of working conditions and the growing health hazards affecting medical and health personnel, as a result of drastic budget constraints, changing demographic factors and rapid social change. Provision is made for follow-up activities to the First Session of the Standing Technical Committee for Health and Medical Services, held in the biennium 1992-93. Provision is also made for technical liaison and data collection and dissemination.

Education and training services

100.35. Emphasis will be placed in this work on the organization of tripartite seminars and symposia in collaboration with UNESCO for the promotion of standards and human resources development (for which a small RBTC provision is made), and the provision of technical advisory services to assist governments, representatives of private school management and teachers' organizations to resolve specific problems facing the teaching profession at the national level, particularly in the context of structural adjustment programmes and educational reforms. Provision is also made for the dissemination of technical information and policy-oriented research on improving labour relations and the working environment in schools and promoting equality of opportunity for women teachers. These activities are designed to foster the application of international labour standards and the relevant sectoral standard, the ILO/UNESCO Recommendation concerning the Status of Teachers. Provision is made for the preparation and servicing of the First Session of the Standing Technical Committee for Educational Personnel and the Sixth Ordinary Session of the Joint ILO/UNESCO Committee of Experts on the Application of the Recommendation concerning the Status of Teachers (CEART), which will be hosted by the ILO in 1994 for eight days. The ILO will pay for six participants ($32,000). Some provision is also made for monitoring UNESCO initiatives to establish new standards for teachers.

Culture and the media

100.36. The main issues affecting the conditions of work and employment of authors and translators, artists and performers, media workers, including journalists and technicians, and workers in entertainment and leisure activities, are the impact of the current rapid structural and technological changes, combined with the rise in demand for the services provided by the arts, media and recreational sectors. The activities carried out under this programme in relation to culture and the media cover the dissemination of technical information, including the conclusions of the Tripartite Meeting on Conditions of Employment and Work of Performers held in May 1992, and the ILO's contribution to the United Nations World Decade for Cultural Development. Provision is also made for the preparation and servicing by the Joint ILO/UNESCO/WIPO secretariat of the 15th Ordinary Session of the Intergovernmental Committee of the International Convention for the Protection of Performers, Producers of Phonograms and Broadcasting Organizations (the Rome Convention, 1961), which will be hosted by the ILO in 1995. The recurrent activities undertaken in this field include the administration and promotion of the Rome Convention and the ILO's contribution to the monitoring of the UNESCO Recommendations concerning the Status of the Artist and the Status of the Translator.

100.5. Hotels and tourism

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	3/10
GENERAL SERVICE WORK-YEARS	2/05
NON-STAFF COSTS	$78,000
TOTAL	**$720,229**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	1/06
GENERAL SERVICE WORK-YEARS	1/01
NON-STAFF COSTS	$20,000
TOTAL, EXCLUDING TECHNICAL COOP.	**$280,921**
TECHNICAL COOPERATION	$7,898,000

100.37. The objectives of this programme are: the identification of significant social and labour problems in the hotel, catering and tourism sector and the development of measures to respond to these problems by governments and employers' and workers' organizations. The level of activities previously undertaken by this programme will be reduced during the biennium 1994-95, and it is envisaged that the programme will no longer be presented separately in subsequent biennia. Thus in future, ILO work will more directly complement the technical cooperation activities of the World Tourism Organization, in line with the need to harmonize the work of intergovernmental organizations. However, provision will continue to be made for the promotion of standards in the field of hotels and tourism through technical cooperation projects and advisory services.

Hotel, Catering and Tourism Committee (Second Session)

100.38. The activities carried out under this programme will include the preparation of the general report for the Hotel, Catering and Tourism Committee (Second Session). However, the holding of the meeting has been postponed to the biennium 1996-97 by decision of the Governing Body at its 254th (November 1992) Session.

Promotion of the Working Conditions (Hotels and Restaurants) Convention

100.39. A series of subregional and national seminars will be organized in collaboration with the regional major programmes to promote the ratification and implementation of the Working Conditions (Hotels and Restaurants) Convention, 1991 (No. 172). Provision is made for the preparation of seminar papers and a small RBTC allocation has been made to finance participation by headquarters staff at the seminars.

Technical advisory services

100.40. Technical advisory services will continue to be provided to ILO constituents for policy and programme formulation at the national and institutional levels on the labour and social issues of the hotel, catering and tourism sector. Special attention will be paid to employment promotion, human resources development, women workers' questions, seasonal and migrant workers and the elimination of child labour in the sector. Emphasis will be placed on developing and supporting the activities of employers' and workers' organizations.

100.41. The ILO will continue to participate in international meetings and the work of other intergovernmental and non-governmental organizations concerning the labour and social problems of the sector. Relations will be maintained with the World Tourism Organization and with the United Nations regional economic commissions and some major international employers' and workers' organizations. Information will be provided in response to ad hoc requests, including advice to ILO offices and the multidisciplinary teams.

Technical cooperation

100.42. Projected expenditure on technical cooperation activities from extra-budgetary sources will amount to approximately $7.9 million under this subprogramme. As from 1995, with the exception of projects dealing with the promotion or implementation of international labour standards, requests for technical cooperation projects centred on aspects of the hotel and tourism sector such as training or enterprise development will be handled by the appropriate major programme.

100.6. Sectoral meetings

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	1/01
GENERAL SERVICE WORK-YEARS	-
NON-STAFF COSTS	$3,258,860
TOTAL	**$3,752,924**
OTHER SOURCES	-

100.43. Provision is made under this programme for the direct costs of participants in the major and smaller sectoral meetings which will be held during the biennium 1994-95. Resources are also provided for the preparation of the technical reports for these meetings.

Major meetings

100.44. The following two meetings, which were part of the programme of sectoral meetings for the 1992-93 biennium, were postponed from 1993 by decision of the Governing Body at its 254th (November 1992) Session. These meetings now form part of the programme of sectoral meetings for the biennium 1994-95:

- *Committee on Salaried Employees and Professional Workers* (Tenth Session):

  1. General report.

  2. Skill requirements, training and retraining to match the new occupational profiles in commerce and offices.

- *Metal Trades Committee* (13th Session):

  1. General report.

  2. Consequences of structural adjustment for employment, training, further training and retraining in the metal trades industry.

100.45. At its 253rd (May-June 1992) and 254th (November 1992) Sessions, the Governing Body decided that the proposals for the programme of sectoral meetings for the biennium 1994-95 should also include the following major meetings. These meetings are listed below with their agendas, which were determined at the Governing Body's 254th (November 1992) Session:

- *Coal Mines Committee* (13th Session):

  1. General report.

  2. Productivity and its impact on employment and labour relations in the coalmining industry.

- *Chemical Industries Committee* (11th Session):

  1. General report.

  2. The implications of structural change for employment and training in the chemical industries.

- *Committee on Work on Plantations* (10th Session):

  1. General report.

  2. Labour relations on plantations in relation to productivity improvements.

- *Fourth Tripartite Technical Meeting for the Clothing Industry*:

  1. General report.

  2. The effects of technological changes in the clothing industry.

100.46. At its 253rd (May-June 1992) Session, the Governing Body also selected the following two meetings as part of the programme of sectoral meetings for the biennium 1994-95. However, these meetings have now been postponed to the biennium 1996-97 in order to accommodate in 1994-95 the two meetings which were postponed from the biennium 1992-93:

- *Hotel, Catering and Tourism Committee* (Second Session):

  1. General report.

  2. The effects of new technologies on employment and working conditions in the hotel, catering and tourism sector.

- *First Tripartite Technical Meeting on Conditions of Employment and Work in the Rural Sector*:

  1. General report.

  2. Improving the conditions of employment and work of agricultural wage workers in the context of economic restructuring.

Other sectoral meetings

100.47. In addition, at its 254th (November 1992) Session, the Governing Body decided that the programme of sectoral meetings for the biennium 1994-95 would comprise the following nine meetings:

- *Tripartite Meeting on Maritime Labour Standards*:

  1. Revision of the Labour Inspection (Seamen) Recommendation, 1926 (No. 28).

  2. Revision of the Wages, Hours of Work and Manning (Sea) Convention (Revised) (No. 109) and Recommendation (No. 109), 1958.

  3. Revision of the Placing of Seamen Convention, 1920 (No. 9).

  4. Partial revision of the Merchant Shipping (Minimum Standards) Convention, 1976 (No. 147).

- *Meeting on the Impact of Structural Adjustment in the Public Services (efficiency, quality improvement and working conditions).*
- *Meeting on Productivity and Employment in Commerce and Offices.*

- *Standing Technical Committee for Educational Personnel* (First Session):

  1. General report.

  2. The impact of structural adjustment policies on employment and training of teachers.

- *Tripartite Meeting on the Consequences for Management and Personnel of the Restructuring of Railways* (postponed from 1993 by decision of the Governing Body).
- *Meeting on Social and Labour Problems caused by Structural Adjustments in the Port Industry.*
- *Meeting on Social and Labour Issues concerning Migrant Workers in the Construction Industry.*
- *Meeting on Globalization of the Footwear, Textiles and Clothing Industries: Effects on Employment and Working Conditions.*
- Meeting on a topic to be determined at a later date.

Composition of the meetings

100.48. In accordance with a recommendation now under consideration, the Governing Body may decide at its 255th (February-March 1993) Session that, when determining the composition of any joint committee or joint meeting, if private enterprise constituted an important part of that sector, the Industrial Activities Committee of the Governing Body may determine that a representative number of participants (one-fifth as a rule) should be appointed to represent private employers, without prejudice to the bipartite structure of the meeting. The composition and duration of the smaller meetings will therefore be as follows:

	Duration (calendar days)
Tripartite Meeting on Maritime Labour Standards (30 tripartite national delegations, whose expenses will be paid by governments)	12
Standing Technical Committee for Educational Personnel (20 Worker members and 4 Employer members whose expenses will be paid by the ILO, and 16 Government members)	9
Meeting on the Impact of Structural Adjustment in the Public Services (efficiency, quality improvement and working conditions) (20 Worker members whose expenses will be paid by the ILO, and 20 other members of whom 4 at ILO expense, to be determined at a later date)	7
Meeting on Productivity and Employment in Commerce and Offices (15 participants from each of the three groups, the expenses of the Employer and Worker members being paid by the ILO)	7
Tripartite Meeting on the Consequences for Management and Personnel of the Restructuring of Railways (15 participants from each of the three groups, the expenses of the Employer and Worker members being paid by the ILO)	9
Meeting on Social and Labour Problems Caused by Structural Adjustments in the Port Industry (20 participants from each of the three groups, the expenses of the Employer and Worker members being paid by the ILO)	7
Meeting on Social and Labour Issues concerning Migrant Workers in the Construction Industry (15 participants from each of the three groups, the expenses of the Employer and Worker members being paid by the ILO)	8
Meeting on Globalization of the Footwear, Textiles and Clothing Industries: Effects on Employment and Working Conditions (20 participants from each of the three goups, the expenses of the Employer and Worker members being paid by the ILO)	8
An additional meeting on a topic to be determined, the resources for which have been calculated on the basis of 15 participants from each of the groups, with the expenses of the Employer and Worker members being paid by the ILO	9

Direct costs of the meetings

100.49. Provision is made under this programme for the direct costs of participants at the major and smaller sectoral meetings. The estimates shown in the table assume that all meetings will be held in Geneva. They provide for the payment of travel expenses, subsistence allowances and accident insurance for members entitled to such payments; and, in the case of the six major meetings, the standing technical committee and the maritime meeting, for a three-member Governing Body delegation. The estimates reflect a reduction of 10 per cent to allow for non-attendance and incidental savings. They are based on a duration of nine calendar days for the six major meetings, and a duration of the smaller meetings as indicated above.

100.50. Provision is also made under this programme for the preparation of the report for one additional meeting on a topic to be determined later, as well as for the preparation of a technical report for each of the major sectoral meetings and the standing technical committee. The amount allocated for each technical report is the equivalent of 0/05 Professional work-year. In accordance with past practice, some of the costs for the preparation of reports for meetings are expressed at actual cost rather than in work-years and at standard Professional staff cost so as to reflect the flexible manner in which these resources are used for the drafting of technical reports by external collaborators and short-term staff.

100.51. The total direct costs of the programme of sectoral meetings have been calculated to include the resources provided under this programme for the preparation of reports. Also included in the direct costs are the resources for the preparation of the general reports, servicing and follow-up, under programmes 100.2 (Industrial activities), 100.3 (Maritime industries), 100.4 (Service sector occupations and activities) and 100.5 (Hotels and tourism).

Indirect costs of the meetings

100.52. In addition to the directly identifiable costs described above, indirect costs are incurred under a number of other programmes in connection with the holding of sectoral meetings. Programme 220.2 (Official relations) covers official correspondence with governments in connection with the meetings and the coordination of the arrangements for meetings facilities, including interpretation services; programme 220.3 (Official documentation) covers the editing and translation of all reports and documents; programmes 180.2 (Publications) and 180.4 (Printing and typing) cover the reproduction and distribution of all reports and documents; and various other programmes (including major programme 100) provide a range of secretariat services such as senior secretarial staff, committee secretaries, interpreters, clerks, typists, messengers, relations with Employers' and Workers' delegates, public information and the information and reception desk. In accordance with the decision taken by the Governing Body at its 230th (June 1985) Session, resources are included for the translation into Spanish of the reports for those industrial committee-type meetings to which at least four Spanish-speaking countries (including Brazil) are invited. It is expected that only major meetings will satisfy this criterion. For the Tripartite Meeting on Maritime Labour Standards, documentation and interpretation will be provided in English, French and Spanish. Altogether it is estimated that the indirect costs to the Office of the sectoral meetings are approximately one-and-a-half times the amount of the direct costs identified under this major programme.

Major Programme 100. Sectoral Activities

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
100.1. DEPARTMENTAL MANAGEMENT										
MULTI-SECTORAL SUPPORT	4/00	5/00	1,094,133	15,000	1,109,133	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	-	-	-	-	-	187,000	187,000
PROGRAMME MANAGEMENT AND SUPPORT	2/06	4/00	645,942	34,000	679,942	-	-	-	129,282	129,282
1994-95 TOTALS	**6/06**	**9/00**	**1,740,075**	**49,000**	**1,789,075**	-	-	-	**316,282**	**316,282**
1992-93 TOTALS	**6/00**	**8/00**	**1,607,370**	**138,419**	**1,745,789**	-	-	-	**39,112**	**39,112**
100.2. INDUSTRIAL ACTIVITIES										
INDUSTRIAL ACTIVITIES	17/00	-	2,099,772	189,400	2,289,172	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	37,000	37,000	-	-	-	2,056,000	2,056,000
PROGRAMME MANAGEMENT AND SUPPORT	3/00	6/00	789,516	30,408	819,924	-	0/04	23,276	25,517	48,793
1994-95 TOTALS	**20/00**	**6/00**	**2,889,288**	**256,808**	**3,146,096**	-	**0/04**	**23,276**	**2,081,517**	**2,104,793**
1992-93 TOTALS	**22/00**	**6/00**	**3,136,320**	**281,580**	**3,417,900**	-	-	-	**1,270,000**	**1,270,000**
100.3. MARITIME INDUSTRIES										
MARITIME INDUSTRY	7/06	-	926,370	15,000	941,370	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	246,000	246,000	-	-	-	3,811,000	3,811,000
PROGRAMME MANAGEMENT AND SUPPORT	1/02	3/00	353,586	56,000	409,586	-	0/08	46,552	19,935	66,487
1994-95 TOTALS	**8/08**	**3/00**	**1,279,956**	**317,000**	**1,596,956**	-	**0/08**	**46,552**	**3,830,935**	**3,877,487**
1992-93 TOTALS	**8/04**	**3/00**	**1,238,784**	**346,955**	**1,585,739**	-	-	-	**3,590,000**	**3,590,000**
100.4. SERVICE SECTOR OCCUPATIONS AND ACTIVITIES										
SERVICE SECTOR OCCUPATIONS AND ACTIVITIES	9/11	0/02	1,236,505	32,000	1,268,505	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	35,000	35,000	-	-	-	318,000	318,000
PROGRAMME MANAGEMENT AND SUPPORT	2/00	4/00	526,344	26,145	552,489	-	0/06	34,914	8,636	43,550
1994-95 TOTALS	**11/11**	**4/02**	**1,762,849**	**93,145**	**1,855,994**	-	**0/06**	**34,914**	**326,636**	**361,550**
1992-93 TOTALS	**12/04**	**4/02**	**1,814,314**	**83,249**	**1,897,563**	-	-	-	**648,000**	**648,000**

100.5. HOTELS AND TOURISM

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
HOTELS AND TOURISM	3/03	-	401,427	20,000	421,427	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	28,000	28,000	-	-	-	7,898,000	7,898,000
PROGRAMME MANAGEMENT AND SUPPORT	0/07	2/05	240,802	30,000	270,802	1/06	1/01	260,921	20,000	280,921
1994-95 TOTALS	**3/10**	**2/05**	**642,229**	**78,000**	**720,229**	**1/06**	**1/01**	**260,921**	**7,918,000**	**8,178,921**
1992-93 TOTALS	**7/04**	**2/10**	**1,103,630**	**54,740**	**1,158,370**	**3/08**	**1/06**	**557,634**	**11,200,000**	**11,757,634**

100.6. SECTORAL MEETINGS

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
COMMITTEE ON SALARIED EMPLOYEES AND PROFESSIONAL WORKERS	-	-	-	344,360	344,360	-	-	-	-	-
METAL TRADES COMMITTEE	-	-	-	370,320	370,320	-	-	-	-	-
COAL MINES COMMITTEE	-	-	-	230,000	230,000	-	-	-	-	-
CHEMICAL INDUSTRIES COMMITTEE	-	-	-	380,000	380,000	-	-	-	-	-
COMMITTEE ON WORK ON PLANTATIONS	-	-	-	275,000	275,000	-	-	-	-	-
TRIPARTITE TECHNICAL MEETING FOR THE CLOTHING INDUSTRY	-	-	-	360,000	360,000	-	-	-	-	-
TRIPARTITE MEETING ON MARITIME LABOUR STANDARDS	-	-	-	25,600	25,600	-	-	-	-	-
MEETING ON THE IMPACT OF STRUCTURAL ADJUSTMENT IN THE PUBLIC SERVICES	-	-	-	115,000	115,000	-	-	-	-	-
MEETING ON PRODUCTIVITY AND EMPLOYMENT IN COMMERCE AND OFFICES	-	-	-	139,000	139,000	-	-	-	-	-
STANDING TECHNICAL COMMITTEE FOR EDUCATIONAL PERSONNEL	-	-	-	132,000	132,000	-	-	-	-	-
TRIPARTITE MEETING ON CONSEQUENCES FOR MANAGEMENT & PERSONNEL OF RESTRUCTURING OF RAILWAYS	-	-	-	168,790	168,790	-	-	-	-	-
MEETING ON THE SOCIAL & LABOUR PROBLEMS CAUSED BY STRUCTURAL ADJUSTMENTS IN PORT INDUSTRY	-	-	-	205,000	205,000	-	-	-	-	-
MEETING ON SOCIAL & LABOUR ISSUES CONCERNING MIGRANT WORKERS IN THE CONSTRUCTION INDUSTRY	-	-	-	145,000	145,000	-	-	-	-	-
MEETING ON THE GLOBALIZATION OF THE FOOTWEAR, TEXTILES AND CLOTHING INDUSTRIES	-	-	-	200,000	200,000	-	-	-	-	-
ONE SMALLER MEETING ON A SUBJECT TO BE DEFINED LATER	1/01	-	133,809	168,790	302,599	-	-	-	-	-
PREPARATION OF REPORTS	-	-	360,255	-	360,255	-	-	-	-	-
1994-95 TOTALS	**1/01**	**-**	**494,064**	**3,258,860**	**3,752,924**	**-**	**-**	**-**	**-**	**-**
1992-93 TOTALS	**1/01**	**-**	**551,739**	**3,316,530**	**3,868,269**	**-**	**-**	**-**	**-**	**-**

Major Programme 110. Social Security

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
PLANNING, DEVELOPMENT AND STANDARDS	15/00	2/00	1,992,396	146,000	2,138,396	-	-	-	-	-
FINANCIAL, ACTUARIAL AND STATISTICAL SERVICES	12/00	6/00	1,901,160	80,000	1,981,160	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	389,400	389,400	-	-	-	2,712,000	2,712,000
PROGRAMME MANAGEMENT AND SUPPORT	2/00	4/00	584,184	31,000	615,184	0/09	0/08	139,189	5,739	144,928
1994-95 TOTALS	**29/00**	**12/00**	**4,477,740**	**646,400**	**5,124,140**	**0/09**	**0/08**	**139,189**	**2,717,739**	**2,856,928**
1992-93 TOTALS	**28/05**	**12/04**	**4,428,965**	**661,440**	**5,090,405**	**1/07**	**1/00**	**265,395**	**5,134,071**	**5,399,466**

110.1. The activities of this major programme will be directed towards four main objectives:

a) the development in all member States of effective and efficient systems of income maintenance, income support and health care which are appropriate to the prevailing economic and social conditions in accordance with ILO social security standards;
b) the strengthening and consolidation of the management and supervision of social security institutions and social protection structures;
c) the gradual extension of social protection to the whole of the population;
d) the promotion of equality in social security between nationals and non-nationals, for migrant workers and their families, and between men and women, through the development of national legislation and suitable bilateral or multilateral legislative instruments.

110.2. During the biennium 1994-95, particular emphasis will be placed on four main areas of concern: the reform and adaptation of social security programmes in the context of structural adjustment; the establishment of a sound financial basis for social security schemes; the improvement of institutional arrangements and management, administrative and training capacities; and the extension of social protection measures to population groups which are not covered by existing schemes. These objectives will mainly be met through the provision of technical advisory services to constituents, either directly under this major programme or through the multidisciplinary advisory teams. The provision of advice will be supported by technical studies.

110.3. The activities undertaken during the biennium will also be designed to lay the groundwork for the future work of the major programme. Information and statistical services and the monitoring of developments in the field of social security will be strengthened. Greater emphasis will be placed on the preparation and dissemination of best-practice manuals in support of the provision of advice and training to social security personnel and managers. Both of these activities will be more closely linked to the process of analyzing and commenting on reports on ILO standards and their application, with the aim of achieving progressively greater integration between the standard-setting and operational aspects of the work of the major programme. A broader ILO approach will also be developed to a number of wider issues, such as the consequences of structural adjustment measures on social protection and the relative needs of men and women for social protection and this approach will be reflected, if appropriate, in papers to be prepared in relation to the World Summit for Social Development (1995) in collaboration with programme 140.5 (Coordination of interdepartmental projects and activities).

110.4. In comparison with the biennium 1992-93, the resources allocated under this major programme are increased by $33,735 in real terms. This increase results from an additional 0/07 Professional work-year, which is offset by a decrease of 0/04 General Service work-year and some $15,000 in non-staff costs. The level of RBTC resources is $389,400, the same as in the biennium 1992-93.

Planning, development and standards

110.5. The activities of this subprogramme include the overall planning of social security schemes and their structure, and the promotion and monitoring of ILO standards and of international agreements to protect migrants. In developing countries, the institutional framework of social security schemes and issues of management and training, coupled with the need to reform and extend the coverage of social protection, take on the greatest urgency. In countries which are undergoing transition to a market economy, the first priority is the implementation of an adequate system of social safety nets and unemployment compensation programmes. In all countries, there is a need to develop social security health-care schemes.

The reform of social security in the context of structural adjustment

110.6. A significant and growing number of countries are contemplating or implementing major reforms to their systems of social security and social protection. In part, the impetus for these reforms and their radical nature stem from the adoption of structural adjustment policies. The resulting economic changes show up the inadequacy of existing systems while at the same time increasing the need for social protection. In these circumstances, countries frequently request advice and assistance concerning ways in which the socially adverse consequences of structural adjustment programmes can be alleviated. Secondly, they need advice on the main strategic options relating to social safety nets, pension schemes and health-care programmes where fundamental reforms of the social protection programmes are being considered. It is also important for policy constraints to be taken into account, and the advice which is provided therefore needs to take account of other concerns, especially labour market conditions, training and retraining facilities, taxation and macroeconomic policies. Advice of this kind will be provided in close collaboration with the other major programmes, particularly major programme 60 (Employment and development), and agencies such as the World Bank. The advice provided under the major programme will provide an international perspective, independent of both domestic views and those of other agencies. Emphasis will be placed on developing overall strategies which, once adopted by countries, subsequently lead to more detailed programme design and implementation.

Design of health-care programmes

110.7. The provision of an adequate and affordable level of health care for all members of the population is an essential component of social protection, as recognized in a number of ILO standards. Substantial changes are occurring in many countries in this area and the demand for ILO technical assistance and advice is growing rapidly. The main problem in this context is the need to design effective and comprehensive health-care programmes which simultaneously bring about a major improvement in access to services and contain the rapid growth of costs. These programmes have to establish efficient relationships between financing agencies and health-care providers and coordinate the services provided by private care, social security schemes and tax-based programmes. Institutional change is frequently required in order to achieve a satisfactory structure of health-care programmes. Priority will be given to the provision of technical assistance and advice to member States upon request. Analytical studies will be carried out on the basis of this work, previous studies and technical cooperation activities, and will be used as the basis for a series of technical notes and a reference manual for health-care managers and planners. This work will be carried out in close cooperation with the WHO.

Unemployment compensation and social safety nets

110.8. Substantial concern surrounds the need for social protection for individuals who, for one reason or another, are excluded from employment and earnings. It is necessary to maintain the income, at least partially and for a certain time, of those who have lost jobs for whatever reason, and also to ensure a basic safety net of income for all those who are unable to find work. In both cases, it is necessary to design and target the benefit system carefully if it is to be effective and affordable. Systems of social protection also have to be closely linked to other measures, such as labour market policies and training programmes, so that the unemployed can be reinserted into full-time employment as quickly as possible. The technical advisory services which will be provided in close collaboration with major programme 60 (Employment and development) will emphasize the appropriate combination of, and consistency between, active (employment) and passive (social security) measures. This includes advice on the implementation of unemployment services at a local level, in some countries from the outset, and in close conjunction with the provision of employment and training services. The problems of specific groups of workers, such as older workers, part-time workers and new entrants to the labour force, require distinct consideration. This advisory work will be substantiated through the development of a strong general analytical framework, the results of which will be published and disseminated.

Social protection of migrant workers

110.9. From the outset, the social protection of migrant workers has been of major concern to the ILO. Through its standard-setting activities and particularly the Equality of Treatment (Social Security) Convention, 1962 (No. 118), and the Maintenance of Social Security Rights Convention (No. 157), 1982, and Recommendation (No. 167), 1983, the ILO has set up an international framework for the conclusion of bilateral and multilateral agreements to preserve the social security rights of migrant workers and improve their social protection. While most industrialized countries have already established such agreements, major gaps and weaknesses still exist in other parts of the world. A new field for action is now emerging in Central and Eastern Europe and in the Americas. In order to respond to requests for advice and assistance, activities relating to the drafting of bilateral and multilateral social security agreements adapted to the specific needs of member States and their legislation will be maintained and developed. Assistance will be provided in the implementation and administration of these agreements.

Women and social security

110.10. Work was undertaken during the biennium 1992-93, particularly in the context of the interdepartmental project on equality for women in employment, to identify direct and indirect, explicit and implicit sources of discrimination against women in the field of social security. To some extent discrimination in social security is an indirect consequence of discrimination in other areas, such as the labour market or taxation policies. It is also, in part, implicit in the framing of legislation. But more frequently it arises because social security administrators do not take account of the changing role of women and changes in family structures and lifestyles. Drawing on the work completed in the interdepartmental project, an issues paper will be prepared for publication and will describe the magnitude and significance of the bias against women in social security programmes, and the reasons for this. The paper will then discuss the degree to which national legislation, policies and practices, and ILO standards themselves, may need to be modified in order to remedy the situation.

Analysis of reports on Conventions

110.11. Over 30 ILO Conventions and 20 Recommendations deal with social security. About 50 government reports on the application of these Conventions are analysed each year. The comments on the reports will be linked more closely to the existing technical and operational features of social security schemes in the countries under review. Periodical reports on the application of the European Code of Social Security and Protocol are also prepared in collaboration with major programme 50 (International labour standards and human rights) under an agreement with the Council of Europe. This work is financed by the Council of Europe. Technical cooperation projects are also monitored on a continuous basis to ensure their compliance with ILO standards.

Planning, development and management of social security institutions

110.12. In addition to the global issues related to the structure and design of social security systems, advice will be provided on a range of practical issues, including: the drafting of legislation; the structure of local, regional and central services; the design of record-keeping systems; the measures needed to ensure the payment of contributions; the verification of entitlements; the use of electronic data-processing equipment; the design of revenue and disbursement systems; and the personnel needed to operate an efficient system. For many countries, advice will be required on the extent to which social security institutions should be autonomous, the existence or not of supervisory agencies, and the functioning of fully tripartite governing bodies. Technical advisory services will be provided to member States to assist them to plan and design changes in their social protection measures and institutions. A new handbook of administrative techniques will be published incorporating the new issues, technologies and concepts which have emerged over recent years. The handbook will be designed for the use of managers of social security institutions, social security advisers within the multidisciplinary teams, and technical cooperation experts.

Training in social security

110.13. The provision of training for the staff of social security institutions and their tripartite governing entities is critical to the improvement of their management. The lack of adequate training materials and programmes, which is especially severe in developing countries, and particularly among middle-managers, is having a detrimental effect on personnel development and the efficiency of the institutions. Training materials will therefore be prepared so that the training process can be continued by the institutions themselves and by their own trainers. This will involve supplementing, updating and diversifying the training materials produced during the biennium 1992-93, taking into account the experience acquired when testing the materials in training courses or seminars, and new developments in the field of social protection. These materials will be used in training courses provided either within the framework of technical cooperation projects or on an ad hoc basis. The courses will be held at the Turin Centre, in other centres with the facilities for group training, or at the country level. The material will be further tested and refined during these courses in order to keep abreast of new technologies and concepts. The overall objective of these activities, which will be carried out in close cooperation with the Turin Centre (major programme 75) and ISSA (major programme 115), is to ensure the necessary consistency between the various training activities.

Support for technical cooperation

110.14. The number of requests by developing countries for ILO technical cooperation is expected to increase during the biennium, particularly as measures are envisaged for the reform and restructuring of social protection policies. Many of the activities undertaken in response to these requests will be carried out by the multidisciplinary teams. Technical back-up will be provided to these teams and their experts. The major programme will continue to be responsible for technical cooperation in fields not covered by the multidisciplinary teams.

Financial, actuarial and statistical services

110.15. The existence of a viable and actuarially sound financial structure is the main prerequisite for the development of a stable and robust system of social security. A balance needs to be achieved between income from contributions and expenditure on benefits. Where reserves are a significant element in the financial structure of social security programmes, investment policies must be designed to meet both immediate and future requirements. The planning of the financial organization of social security programmes has to take into account many issues, including the present and projected demographic structure, the expected development of the contributions base, probable commitments to the financing of retirement and invalidity pensions, the risks covered by health-care schemes and the associated problems of increases in health-care costs. The objective of the activities carried out under this subprogramme will be to provide member States with financial and actuarial evaluations upon which they can base their decisions; and to provide them with the necessary expertise, through training programmes and the preparation of technical materials, for them to make their own analyses. The maintenance and improvement of the statistical database and the social security information service will provide support for these activities.

International Actuarial Service: Advisory services on social security pension schemes

110.16. Pension schemes, providing retirement, invalidity or survivors' benefits, continue to present major difficulties for governments in both the industrialized and developing countries, and particularly in countries experiencing major structural changes. In each case, however, the causes for concern are different. The industrialized countries face the prospect of rapidly ageing population structures over the coming decades and, partly as a consequence, are examining the roles of social security and complementary schemes and the possibility of raising the retirement age or establishing this age in a more flexible way. In many developing countries, pension schemes function badly: they are unable to collect all the revenues due to them, do not pay the benefits that are due, and in many cases have lost, or run down, their reserves. In many countries, economic restructuring implies a parallel restructuring of pension schemes in which the role of the State is under active discussion. The International Actuarial Service assists constituents to overcome these problems. Technical advice and assistance are provided and focus in particular on the need to ensure a sound and equitable financial and actuarial basis for contributions and benefits. Advice will be provided on how to: improve financial management and administration; improve the design of pension schemes; and assess the viability of the structure of benefits and contributions. A number of member States also request advice on changing from provident funds to pension schemes. Technical assistance will be provided upon request in this context and will be backed up by analytical studies of the issues and problems which are most commonly encountered.

International Actuarial Service: Training

110.17. It is particularly important for the staff of social security institutions to be given training on the principles underlying the financing of social security schemes and on the financial management of schemes, including the investment of reserve funds. Such training should serve to ensure that the financial development of schemes is kept under close review, so that unfavourable developments can be detected early and corrective action taken. It is equally important to train social security staff in statistical techniques. Reliable statistical data on the operation of social security schemes are indispensable for actuarial valuations and for the management and administrative control of the schemes. Training will therefore be provided on the maintenance of statistics on a continuous basis through the development and adoption of an appropriate statistical plan, including the use of computerized techniques. In addition, training in the application of actuarial valuation techniques will be provided to suitably qualified local staff, using the PC-based actuarial pension projection model. The objective of these activities is to facilitate and speed up periodic actuarial reviews, develop national expertise and reduce the need for international actuarial services.

The financing of health-care programmes

110.18. An important element of the work of the International Actuarial Service is the advice and technical assistance which it provides concerning the financing of health-care programmes. A frequent obstacle to the improvement and reform of health-care schemes is their financial structure. Detailed actuarial calculations are required to evaluate the risks and financial obligations of the schemes and to assess the necessary level of contributions. These estimates need to be integrated into the overall financial planning of both social security and tax-based schemes and need to be set against the method and level of anticipated expenditures, including the scope and cost of the benefits package, the required infrastructure, and the rate at which it is planned to introduce new technologies. The ILO will provide technical assistance and advice in this area, either in response to direct requests from the countries concerned or in support of activities undertaken by the multidisciplinary advisory teams. This advice will also cover the development of the statistical and information services which are required for the establishment and operation of these schemes. A PC-based actuarial and statistical model will be developed and will be capable of carrying out the necessary calculations either at headquarters or in the field. Training in the use of this model and the interpretation of the results will be provided to financial analysts with the objective of permitting the countries concerned to carry out their own evaluations on a regular basis. This work item complements and reinforces the activities relating to the planning and development of health-care schemes.

Statistical inquiry into the cost of social security

110.19. Since the early 1950s, the ILO's periodic inquiry into the cost of social security has been a unique source of comparative data on the financial transactions of national social security schemes and the protection which they provide. The ILO's constituents, as well as a broad range of specialists, rely on the statistical series produced by this inquiry for social security planning, the comparative analysis of the development of social security and other economic studies. The inquiry, which in the past was carried out on a triennial basis, will be conducted annually for data for the year 1990 and thereafter. The detailed results of the inquiry are stored in a database which is accessible to authorized external users and are published in the *Cost of Social Security* series (Basic Tables and Comparative Tables). Selected social security indicators derived from the inquiry are also published annually in the *World Labour Report*. During the biennium 1994-95, the detailed results of the fourteenth inquiry (1990) will be published. The result of the survey for 1991 will be prepared for publication, the surveys for 1992 and 1993 will be initiated and the resulting indicators will be published in the *World Labour Report*.

Social Security Information System

110.20. The Social Security Information System (SSIS) is being developed jointly with the ISSA (major programme 115) within the framework of the International Labour Information System (ILIS). The aim of the System is to provide users in member States (government agencies, employers' and workers' organizations, practitioners and research workers in the fields of social security and social policy) with reliable and up-to-date information on such topics as legislative decisions, international and multi-bilateral agreements, statistical material, books and periodical publications relating to social security. This data will be progressively supplemented by descriptive information in order to provide users with profiles of particular countries or topics. Information is drawn from outside sources as well as from technical reports on advisory services and technical cooperation activities. The system is being used increasingly for the provision of technical advisory and cooperation services. Two aspects of the activities of the SSIS will be emphasized during the biennium: the gradual consolidation and development of its computerized components; and the dissemination of information in the form of publications and in electronic form.

Support of technical cooperation

110.21. Provision is made for responses to requests for technical cooperation activities relating to the financial and actuarial evaluation of social security schemes. These requests emanate principally from developing countries and former centrally planned economies where actuarial expertise is in short supply. Some of the requests for assistance can be met by the multidisciplinary advisory teams, but direct input is still required for the use of specialized computing facilities and statistical services.

Technical cooperation

110.22. Countries in the developing world, as well as in Central and Eastern Europe, are undergoing economic restructuring, which is affecting their social environment and especially their social protection policies and institutions. This trend is expected to gain in importance as the restructuring process gathers momentum and its social consequences are more deeply felt. As in the past, most of the resources needed to respond to requests for assistance from these countries will come from external sources such as UNDP, the World Bank, the EEC, multi-bilateral and national donors. The main feature of ILO technical cooperation in the biennium 1994-95 will be a shift towards the greater involvement of the multidisciplinary advisory teams in the planning, monitoring and backstopping of projects. The role of this subprogramme in this respect will be to monitor the implementation of projects and ensure that they are consistent with the Office's policies and strategies in the field of social protection.

110.23. RBTC resources amounting to $389,400 will be used to finance short-term consultancies in order to respond to the requests for assistance from governments and the social partners. Through these consultancies, diagnoses of the situation will be made and general advice provided as a precursor to the implementation of larger projects funded from other sources of financing. Some of the RBTC resources will also be used for training activities.

Major Programme 115. International Social Security Association

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
INTERNATIONAL SOCIAL SECURITY ASSOCIATION	-	-	-	534,910	534,910	-	-	-	-	-
1994-95 TOTALS	-	-	-	**534,910**	**534,910**	-	-	-	-	-
1992-93 TOTALS	-	-	-	**534,910**	**534,910**	-	-	-	-	-

115.1. ISSA is a non-governmental organization founded in 1927. Its affiliate members are bodies and institutions responsible for the administration of social security schemes (at present 319 member institutions, comprising 234 affiliate and 85 associate members in 118 countries). ISSA is basically financed by membership dues and voluntary contributions. Its annual budget, including the direct ILO contribution, but excluding the value of premises and such administrative services as the ILO provides free of charge, will probably amount to 7.2 million Swiss francs in 1994.

115.2. The activities of ISSA are planned through its own autonomous bodies (General Assembly, Council, Bureau) at the meetings of which the ILO is represented. By virtue of the ILO/ISSA agreement, the staff members of its secretariat enjoy the benefit of ILO contracts of employment, and their salaries, immunities and conditions of work are thus governed by the ILO Staff Regulations.

115.3. In the ILO's technical programmes, full account is taken of the activities of ISSA since considerable benefits accrue from continued mutual co-operation. ISSA's activities are based on the exchange of information and administrative experience in social security and in occupational safety and health; they include the organization of technical meetings at both worldwide and regional levels, training seminars, research and publications. The technical work of ISSA usefully complements that of the ILO.

115.4. The arrangement negotiated between the ILO and the ISSA provides that the subsidy to the ISSA is to be expressed as a dollar amount, and is to be earmarked to finance specific kinds of programme activities. For 1994-95 the amount of the subsidy is set at the same level in real terms as the previous biennium, that is $534,910. As foreseen under the terms of the arrangement, the amount of the subsidy will be adjusted in proportion to Professional standard costs from one biennium to the next. The kinds of programme activities for which the subsidy is to be used would in essence be the following: those of direct benefit to ISSA members in developing countries; those relating to the operation of the ILO/ISSA Social Security Information System; and unforeseen activities to which the ILO and ISSA agree to assign high priority. These activities are implemented on the basis of programmes of work agreed by the Director-General and the President of ISSA and approved by the ISSA Council.

Major Programme 120. Labour Information and Statistics

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFESSIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
120.10	DEPARTMENTAL MANAGEMENT	4/00	3/00	771,388	136,000	907,388
120.20	LIBRARY AND DOCUMENTATION	22/00	30/06	4,862,106	1,200,962	6,063,068
120.30	STATISTICS	21/02	28/05	4,630,701	683,516	5,314,217
120.40	COMPUTER SERVICES	48/00	30/00	8,190,608	2,854,563	11,045,171
1994-95	**TOTALS**					
	REGULAR BUDGET	95/02	91/11	18,454,803	4,875,041	23,329,844
	OTHER SOURCES	6/00	3/04	997,251	1,032,516	2,029,767
1992-93	**TOTALS**					
	REGULAR BUDGET	88/07	86/11	17,174,371	6,777,152	23,951,523
	OTHER SOURCES	6/06	3/07	1,056,320	1,386,762	2,443,082

120.1. The objective of this major programme is to facilitate the use of information as a working tool for the ILO and its constituents. The activities covered by the major programme include: the collection, processing and dissemination of labour statistics; documentation and bibliographical and administrative information; the development and description of standards and methodologies for collecting, processing and accessing information; and the installation and maintenance of a computing infrastructure to meet the Office's needs in relation to data processing and communication.

120.2. The main outputs of the major programme will be:

- information: the publication of the *Year Book* and *Bulletin of Labour Statistics* (including the annual October Inquiry issue), and *International Labour Documentation*, in printed and machine-readable forms; the development and maintenance of specialized statistical, textual and bibliographic databases, as well as of the Office's financial and administrative databases; and the provision of access to external sources of labour information;
- standards and methodologies: the preparatory work for the formulation of draft resolutions for the International Conference of Labour Statisticians and the preparation and publication of the *Statistical Sources and Methods* series; the preparation and updating of the *ILO Thesaurus* and of manuals to facilitate the creation, integration and use of bibliographic, textual and statistical databases; and the formulation of standards for the definition of ILO data and the selection and configuration of hardware and software.

The other principal functions of the major programme are: the coordination of the Office's activities in the fields of documentation, labour statistics and office automation; the design and development of computer applications to meet the operational needs of the Office; and the provision of advisory services to ILO constituents and field offices based on the standards and methodologies identified above.

120.3. Emphasis will be placed on developing an integrated approach to the management of ILO information resources to enable ILO constituents and field offices to have easier and more comprehensive access to information, including information on the subjects covered by the interdepartmental projects carried out in the biennia 1992-93 and 1994-95. The activities covered by the major programme will also be designed to improve the quality of information available from the ILO and to ensure a more effective management of the Office's information resources.

120.4. There are certain changes in the provision of resources compared with the biennium 1992-93. The provision for the coordination of the International Labour Information System (ILIS) is shown at the departmental level (2/00 Professional work-years) since it relates to certain aspects of the work of all the other programmes. The increase in resources for this new post is offset by a reduction of $123,516 in the resources for programme 120.2 (Library and documentation) and a similar reduction under programme 120.4 (Computer services). This last reduction is part of the overall reduction of some $0.7 million in the resources of programme 120.4, which is due firstly, to the fact that a special provision of $850,000 was needed in 1992-93 for the upgrading of the ILO's mainframe computers; and secondly, to a major rationalization envisaged in the arrangements for maintaining the stock of computers in the Office, leading to a saving of some $1 million in other non-staff costs. This saving will be realized by more internal maintenance and there is accordingly an increase of 5/00 Professional and 6/00 General Service work-years and some $92,000 in staff at actual cost and overtime. The level of resources for programme 120.3 (Statistics) is broadly similar to that in the biennium 1992-93. Altogether the resources provided for this major programme are decreased by some $622,000.

120.1. Departmental management

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	4/00
GENERAL SERVICE WORK-YEARS	3/00
NON-STAFF COSTS	$136,000
TOTAL	**$907,388**
OTHER SOURCES	-

120.5. The activities covered by this programme include coordinating the work of the major programme, departmental management and the provision of administrative and secretarial support. Resources for the International Labour Information System (ILIS) are shown under this programme in recognition of the fact that the four types of information (documentation, statistics, legislation and certain types of administrative data) with which ILIS is concerned relate to the major programme as a whole. In consequence, it will be easier to exploit opportunities to use the Office's computer infrastructure and advances in technology to develop ILO databases and specialized information services provided for use by constituents, field offices and the multidisciplinary teams. The ILIS programme will seek to promote cooperation between headquarters and the regional major programmes in order to achieve better dissemination and increased use of ILO information resources.

120.6. RBTC resources shown under this programme will be used to promote the introduction of new information services in constituent organizations and to provide training in their use. Training programmes will continue to be carried out in close collaboration with the regional major programmes.

120.2. Library and documentation

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	22/00
GENERAL SERVICE WORK-YEARS	30/06
NON-STAFF COSTS	$1,200,962
TOTAL	**$6,063,068**
OTHER SOURCES	-

120.7. This programme has two objectives: to make available key information in support of policy-making, planning and research on labour and related issues; and to enhance the capacity of the ILO and its constituents to make effective use of that information. The activities carried out in order to fulfil these functions include: the identification, acquisition, processing, maintenance and dissemination of information; the development of systems and technical standards to facilitate the use of information; and the preparation and provision of related training, advisory services and publications. These activities will be carried out in a timely and cost-effective manner in close collaboration with the other programmes in this major programme, and with the major technical and regional programmes.

Information services

120.8. This subprogramme has a dual function: to provide key information on labour and related issues in print and in electronic and other formats to ILO officials and constituents in member States; and to provide advisory services and training related to the provision and use of library and documentation services. The activities covered by the subprogramme include: the provision of a wide range of reference and information services, including printed and electronic bibliographies; the dissemination of the LABORDOC and *ILO Thesaurus* databases in printed and electronic form; the operation of the headquarters reading room and the management of its collections; the circulation, reproduction, loan of materials and advisory services and training in library and documentation techniques. Emphasis will be placed on the provision of services via new information technologies, such as diskettes, CD-ROM, optical disc storage and high-speed computerized telecommunication links between ILO headquarters and field offices and between the Library and documentation programme and associated information institutions worldwide. Special emphasis will be placed on activities in support of field offices and the multidisciplinary teams.

Information processing

120.9. The activities covered by this subprogramme include: the identification, acquisition and processing of information products and materials containing key information on labour and related issues, and the development and maintenance of technical standards, computer systems and other tools which give comprehensive, timely and cost-effective access to these products and materials. This work includes: the selection, acquisition, cataloguing and analysis of materials in printed and other forms; the provision of the system support required for both information processing and information service activities; and the preparation and updating of technical manuals and the *ILO Thesaurus*, an internationally recognized lexicon of multilingual subject descriptors on labour and related issues, for use in computerized information systems of many kinds. Particular emphasis will be placed on reviewing and adapting policies for the development of the collection, information processing standards and new information products with a view to lowering costs, increasing accessibility and concentrating on ILO core interests.

120.10. About 600 items per month are added to the LABORDOC database, and information is processed on all ILO documents, purchased materials, periodicals and other acquisitions. The contents of LABORDOC reflect the core work areas of the ILO through the materials selected by this programme and requested by other major programmes, as well as through the selection of major documents received from constituents and on exchange from partner institutions. Following the pilot project carried out during the biennium 1992-93, detailed information about the contents of statistical publications will be added to database records. Several documentation centres at ILO headquarters participate actively in the development of LABORDOC through the preparation of entries on specialized topics. Economies of scale and uniformity of access to ILO bibliographical information may be achieved through the common framework of standards and procedures for database creation and the handling of documentary materials used by this programme and by headquarters and field office documentation centres.

120.3. Statistics

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	21/02
GENERAL SERVICE WORK-YEARS	28/05
NON-STAFF COSTS	$683,516
TOTAL	**$5,314,217**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	-
GENERAL SERVICE WORK-YEARS	-
NON-STAFF COSTS	$30,000
TOTAL, EXCLUDING TECHNICAL COOP.	**$53,395**
TECHNICAL COOPERATION	$1,000,000

120.11. This programme is the focus of the ILO's statistical activities and has three major objectives: to propose international standards for labour statistics; to assist the development of labour statistics in member States; and to provide users worldwide with the most relevant labour statistics for as many countries as possible. The first objective is met through the development of guidelines, in one form or another, in consultation with national experts and the social partners, for adoption by the International Conference of Labour Statisticians (ICLS) and, where relevant, the competent bodies in the United Nations system. The second objective requires the provision of technical assistance to member States for the practical application of these standards and the use of the resulting information. The third objective is achieved through the dissemination of labour statistics, mainly in the form of regular publications containing key labour statistics and methodological descriptions of the sources of the data, as well as in occasional publications on particular subjects.

Development of labour statistics

120.12. The objectives of this subprogrammme are to assist member States to develop their national statistical systems and, in parallel, to promote the international comparability of labour statistics by reducing unnecessary differences between national statistical series. Three means of action will continue to be used to achieve these objectives: the establishment of new statistical standards, or the revision of existing ones; the provision of technical advisory services to member States; and the holding of training courses and seminars on topics relating to labour statistics.

Statistical standards

120.13. The Labour Statistics Convention (No. 160) and Recommendation (No. 170), 1985, provide the basis for the development by member States of comprehensive national programmes on labour statistics. Government reports on the application of Convention No. 160, as well as on the earlier Convention concerning Statistics of Wages and Hours of Work, 1938 (No. 63), will continue to be examined. This will involve an increase in work due to the growing number of ratifications of Convention No. 160 (26 in early 1992).

120.14. Detailed standards for labour statistics are set out in the resolutions of the International Conference of Labour Statisticians (ICLS), which are implicitly referred to in Convention No. 160 and Recommendation No. 170. In preparation for the next ICLS, national practices will be examined and preliminary analyses conducted for future standards on the measurement of income from employment, on working time and on underemployment, as well as on a labour accounting system, occupational injuries and diseases, and the statistical use of administrative records.

Income from employment and working time

120.15. The coverage of statistics of wages and hours of work in current ILO standards (ICLS 1973 and ICLS 1962) is limited to wage-earners and salaried employees. The resolution adopted by the ILC in 1990 concerning self-employment promotion and the statistical work carried out on income from employment and absence from work for the Fifteenth ICLS have focused attention on the need to re-examine guidelines on the statistical treatment of remuneration in kind, social security benefits and the new forms of remuneration which have emerged over the last two decades. In order to be relevant to the entire labour force, including all categories of employed and self-employed persons, the guidelines also need to be extended to cover income from self-employment.

Underemployment

120.16. Existing international standards on underemployment statistics are mainly confined to visible underemployment, which is quantitatively the least significant aspect of underemployment. It is therefore necessary, particularly in developing countries and countries undergoing transition to a market economy, to supplement employment and unemployment statistics with data on underemployment in order to reflect the labour market situation adequately. However, the guidelines for measuring underemployment, employment at low wages or in jobs with low productivity have proved difficult to apply because of the complexity of measuring income from employment in a labour force survey and of setting adequate thresholds for determining low wages. New methods have recently been developed in certain countries which do not require the direct measurement of income from employment or the identification of an explicit income threshold. These experiences will be analysed with a view to revising the guidelines on underemployment statistics.

Labour accounting system

120.17. Hitherto, most labour statistics have been established on a topic by topic basis. Their development is now well advanced and it would be desirable to integrate them into a whole, particularly with regard to the core topics of employment, income from employment and working time. A tool for such integration is a labour accounting system, work on which has been carried out by the ILO in the past two biennia. This work will be continued with the specific aim of establishing the basis for a system in a form which can be quantified on an experimental basis in a selected number of countries. This will probably consist of three basic accounts: the employment account, the income account and the hours of work account, together with a supplementary account on jobs which links the three basic accounts. The labour accounting system, once fully developed, through the identification of gaps and the setting of priorities in data collection, will provide the framework within which labour statistics can be developed in all member States in an integrated manner.

Occupational injuries and diseases

120.18. An indispensable tool for policy formulation and action in the field of occupational safety and health is the availability of accurate data, for which up-to-date and relevant guidelines are required. During the past decade, the need for better national statistics on occupational injuries and diseases has been highlighted by a number of conclusions and resolutions of the ILO's industrial committees, as well as by other international organizations.

120.19. Information on occupational injuries and diseases is one of the basic set of labour statistics at the heart of the Labour Statistics Convention, 1985 (No. 160), and it is important that the latest guidelines established by the ILO should be as useful as current statistical knowledge and techniques permit. However, experience has shown that current ILO recommendations in this field are inadequate, and many countries in fact still follow the guidelines adopted by the Tenth ICLS (1962). During the past two biennia, work has been carried out in cooperation with programme 90.2 (Occupational safety and health) on the proposed code of practice for the notification of occupational injuries, which will be considered by the Meeting of Experts on Occupational Accidents and Diseases proposed under major programme 90 (Working conditions and environment) to be held in the biennium 1994-95. The code of practice will influence the types of information available and should be taken into account in the statistical guidelines. Work will therefore begin during the biennium 1994-95 on reviewing the present guidelines with a view to making proposals for consideration by a future ICLS. One or more working papers will be prepared for consideration by the meeting of experts mentioned above and by EUROSTAT and OECD meetings.

Statistical use of labour-related administrative records

120.20. Among the three main sources of labour statistics, the ILO has been prominent in the development of surveys of households or individuals (labour force surveys) and of enterprises or establishments (employment and earnings surveys). Administrative records, which consist of registers of job placement offices or unemployment insurance schemes, social security files or labour inspection records, are the third main source of labour statistics, but have not received the same amount of attention in statistical development work. However, this source of statistics has the potential to provide relatively inexpensive early indicators of the state of the labour market and its trends. An examination will therefore be carried out in collaboration with major programme 110 (Social security) and programme 80.3 (Labour administration) of a wide range of labour-related administrative record systems, with a view to determining the feasibility of establishing future international standards for their statistical use.

Meeting of Experts on Labour Statistics on the Measurement of Underemployment

120.21. A meeting of experts will be held early in 1995 on labour statistics on the measurement of underemployment, one of the topics to be considered by the Sixteenth ICLS, which is due to be held in 1997 or 1998. The need to be able to measure underemployment, in addition to employment and unemployment, in order to adequately reflect the labour market situation has long been recognized. This applies particularly to developing countries and is also important in countries with high-income market economies. This concern is reflected in the resolution concerning statistics of the economically active population, employment, unemployment and underemployment adopted by the Thirteenth ICLS (1982). However, while this resolution has proved to be an important ILO statistical instrument, providing the basis for measuring employment and unemployment in population censuses and labour force surveys conducted throughout the world, the guidelines for the measurement of underemployment have proved to be inadequate and difficult to apply. Promising new methods for such measurements have recently been developed, based on the concept of income inadequacy. The meeting of experts will examine these methods with a view to providing the basis for a draft resolution which could be presented to the ICLS. The meeting will be held in Geneva and will last five calendar days. It will be attended by 12 experts nominated by the Government group of the Governing Body, six by the Employers' group and six by the Workers' group ($101,000).

Technical advisory services

120.22. The provision of direct advisory services is one of the most effective means of helping member States to implement international statistical standards and to produce useful, reliable and comparable labour statistics. Short-term missions will continue to be undertaken by headquarters staff to build up the capacity of statistical infrastructures in labour ministries, central statistical offices, employers' and workers' organizations and other national institutions which use or produce labour statistics. The technical advisory services provided by headquarters staff will be undertaken in close collaboration with the multidisciplinary teams in the regions and will focus on subjects in which there is particular expertise at headquarters.

Training programme

120.23. This new activity is designed to develop the Office's capacity to establish an advanced and gradually self-financing annual training programme on labour statistics. An appropriate training programme is an effective means of linking international statistical standards and ILO technical cooperation activities in the field of labour statistics. A formal evaluation of experimental training courses carried out recently under this programme has confirmed that they were successful and that this type of training programme could fill a significant gap for ILO constituents.

120.24. A training manual covering all aspects of labour statistics will therefore be prepared on the basis of existing manuals and the lecture materials prepared for the courses. For each subject, it will cover measurement objectives and uses, concepts and definitions, survey methodology and questionnaire design, field operations and data collection, processing, estimations, evaluation and production. The material will include case-studies, examples and specifications for electronic data processing.

Dissemination of labour statistics

120.25. A major continuing task of the ILO Bureau of Statistics is the collection, analysis and dissemination of a broad range of information on specific labour issues. This information, which is both quantitative and methodological, is needed by a wide range of users both outside and within the ILO. The information is released principally in the form of publications (printed or machine-readable) and analytical articles, although customized sets of data are often prepared for individual users. The data collection and dissemination programme is inspired by the Labour Statistics Convention, 1985 (No. 160). However, to modernize the programme and take into account changes in the world of labour, new statistical tools will be developed. These include: special databases on topics which are not yet reflected in the regular programme; a system for the cataloguing of national statistical series with a view to improving responses to requests for detailed labour statistics; and a more modern system of data collection and dissemination adapted to new technology.

Year Book and Bulletin of Labour Statistics

120.26. The ILO Bureau of Statistics will continue to improve the quality and quantity of information published in the *Year Book* and *Bulletin of Labour Statistics*. In particular, the *Bulletin* will contain more analytical articles aimed at highlighting labour problems in quantitative terms.

ILO October Inquiry

120.27. The annual supplement to the *Bulletin of Labour Statistics* will continue to present the results of the ILO October Inquiry, a worldwide annual survey of wages and hours of work covering 159 occupations and the retail prices of 93 food items. Demand for this information continues to grow. The Inquiry provides a unique source of international information for estimating wage differentials by sex, occupation and industry. Customized data sets will be made available and methodologies will be developed for analysing the results of the Inquiry for a variety of purposes. Increased awareness of the existence of data and widespread computerization has led to an expansion in the number and type of requests for individual studies, from both within the Office and outside the ILO. Requests are received from professional associations, private businesses and governments, which use the data, among other purposes, to compare standards of living between occupations and countries, for wage negotiations and for the purposes of fixing wage levels. By way of illustration, the results of the Inquiry are currently being used to assist in fixing wage levels in several countries which are undergoing the transition to a market economy.

Statistical Sources and Methods

120.28. The ILO aims to provide users of its statistical data with methodological descriptions of every series covered in its database. These descriptions enable users to understand the sources and definitions underlying the data, as well as their reliability and past history, and to make comparisons between countries. The descriptions are disseminated in the *Statistical Sources and Methods* series, which will continue to be updated and expanded. One volume, either a new or an updated edition, will be published and distributed each year in a combined volume with the *Year Book of Labour Statistics*, which will have the effect of considerably increasing circulation of the series. During the biennium 1994-95, a revised edition of Volume 2 on wages, which will be expanded to encompass labour cost, and a revised edition of Volume 5 on population will be issued. Work will continue on a new volume on occupational injuries and diseases, and a start will be made on another volume covering the ILO October Inquiry on occupational wages, hours of work and retail food prices.

Press releases and other reporting

120.29. The dissemination of information will continue to include the preparation of press releases, analytical and methodological articles and reports. In particular, contributions will be prepared for the work of industrial committees and inter-agency and other international statistical meetings. The *Statistical Newsletter*, which gives an overview of the major activities and outputs of the ILO Bureau of Statistics, will continue to be published regularly.

Estimates and projections of the economically active population

120.30. Following the evaluation which was carried out in the biennium 1992-93 of the first three rounds of the programme (1971, 1977 and 1986), the fourth round of the ILO estimation and projection of the economically active population will be undertaken using new methodologies and new forms of data presentation, with in-built provision for frequent updating. This activity forms part of a collective effort by several United Nations agencies (United Nations, FAO, UNESCO and ILO) to prepare world estimates and projections of population-related topics.

ILO internationally comparable estimates

120.31. With a view to overcoming data gaps and developing the heterogeneity of national series, the ILO Bureau of Statistics will expand its production of internationally comparable estimates. Current work on the production and publication of annual series of employment and unemployment estimates in a standardized format will continue. Work will also begin on the production of internationally comparable estimates of strikes and lock-outs, wages by occupation, real wages and labour cost.

Development of new statistical tools

120.32. In view of the lack of data on a number of topics of concern to member States, the ILO Bureau of Statistics has begun to establish special databases which, although not yet part of the ILO's regular information dissemination programme, will be used to shed light on specific labour issues. These include: household income and expenditure; level of education of the labour force; statutory minimum wages; public sector employment; trade union membership; informal sector employment; and economic activity of children.

120.33. Following the feasibility study, which was carried out during the biennium 1992-93, a cataloguing system will be established for the contents of the major statistical publications in the ILO Library. This new statistical tool will make it possible to identify and give precise indications concerning the sources of national statistics and will enhance the Office's capability of responding to requests for statistical series on topics which are not covered by the databases of the ILO Bureau of Statistics.

120.34. The main statistical database, LABORSTA, which was originally established in 1979, will be updated in order to be made more user-friendly and easily accessible. This database, as well as all the relevant computer applications, will be converted from a purely statistical software to a database management system. The methodological information which is currently stored for the *Statistical Sources and Methods* series will also be converted to a database, which will be used for the dissemination of the texts.

120.35. In the past, practically all requests to the Office for statistical data were satisfied through the provision of information supplied in printed form and occasionally on magnetic tapes. More recently, extracts from statistical databases have been provided on diskette upon request. The number of such requests is increasing due to the growing use of computer systems both by institutional and individual users. At least two requests per month currently require data on tailor-made diskettes, although this type of request is expected to grow following the establishment in the near future of special databases on several new topics. A standardized product which can respond to the bulk of the requests will therefore be developed and distributed. This product will take the form of a set of diskettes which will be updated annually at the same time as the publication of the *Year Book of Labour Statistics*. These diskettes will be made available to the multidisciplinary teams as basic labour statistics for use in their studies and missions.

120.4. Computer services

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	48/00
GENERAL SERVICE WORK-YEARS	30/00
NON-STAFF COSTS	$2,854,563
TOTAL	**$11,045,171**

OTHER SOURCES	
PROFESSIONAL WORK-YEARS	6/00
GENERAL SERVICE WORK-YEARS	3/04
NON-STAFF COSTS	$2,516
TOTAL, EXCLUDING TECHNICAL COOP.	**$976,372**
TECHNICAL COOPERATION	-

120.36. Developments in the field of information technology are opening up many possibilities for the exchange of information and are changing the ways in which work is organized. The decreasing unit cost of processing information and the increasing user-friendliness of computer systems serve only to reinforce the pace of change. However, to be effective in facilitating the ILO's work, the introduction and application of information technologies must be matched to the real needs of the Office and to its culture: technology is a means of providing information, not an end in itself.

120.37. The information processing needs of the ILO at headquarters and in external offices and the ways in which the processing and dissemination of information can be improved are now being monitored regularly as a basis for the formulation of an ILO information technology strategy covering a five-year period. It is the main responsibility of this programme to develop, propose and periodically update this strategy, and to support its implementation both at headquarters and in the field.

120.38. Emphasis will be placed on continuing the transformation from a centralized mainframe-based environment to one providing a range of services at both headquarters and in the field to users who are acquiring the capacity to develop and maintain their own applications. The central service will therefore provide the computing and database infrastructure, but will act in a more consultative and advisory capacity and will give priority to ensuring that investments in equipment and systems are cost-effective by promoting adherence to hardware and software standards which are consistent with the ILO strategy and with existing or emerging international standards.

Applications development and maintenance

120.39. The function of this subprogramme is to develop and maintain computer applications which are of significant importance at headquarters and in the field on all the types of equipment used by the Office and particularly in areas such as: accounting, budgeting, payroll, health fund, pension fund, personnel management and administration, candidate rosters, acquisition of technical cooperation equipment, inventory and stock control, project management, library, documentation, full-text retrieval systems and specialized information services.

120.40. Many existing applications have been in place for a number of years and require considerable maintenance or modification. This ties up many of the central systems analysts and programmers, as a consequence of which a backlog of requests for additional functions and the development of new applications has built up. In the biennium 1994-95, priority will be given to replacing older systems with systems which operate wherever possible through local area networks of microcomputers. Whenever work is planned on an existing application, consideration will be given to its conversion to an open system (a system which is independent of any single manufacturer and can be connected to other systems). New applications will be implemented on open systems and any exceptions will require management approval. The use of mainframe computers, including the facilities of the International Computing Centre (ICC), will be limited to high-volume databases which require large-scale computing power and are accessed by large numbers of users within the Office and among ILO constituents. The relative share of mainframe computer usage will decline as a result of the increasing processing capacity of microcomputer-based systems.

User support services

120.41. The provision of support to users at headquarters, in external offices and in some cases to ILO constituents, is a key aspect of ensuring the proper exploitation and cost-effective use of the available information and technology on a decentralized basis. The resources allocated under this subprogramme will therefore be increased in the biennium 1994-95. The activities covered by the subprogramme will be grouped into three units: the help desk, the technical support group, and the information centre.

120.42. The help desk is the focal point for handling all problems concerning the use of computer equipment and services encountered by ILO users. It also fulfils the function of referring problems to specialists in the technical support group, information centre or other units and registering them on a database. Its other activities include the management of loaned computer equipment and the compilation of statistics on interventions and equipment failures as a guide to corrective action. The activities of the technical support group cover the installation of computer equipment, the repair and maintenance of all personal computers (PCs) and peripheral equipment, the installation of standard PC software and the provision of advice on the use of standard software when problems occur. By the biennium 1994-95, practically all ILO officials will have a PC as standard office equipment.

120.43. The information centre, which was launched in 1992, will be fully operational in 1994. The centre evaluates hardware and software and provides users with information on current ILO software standards, services and configurations. It provides advice on the development of applications using standard software or existing facilities. Periodic newsletters will be issued and workshops will be arranged for ILO users at headquarters and in external offices in order to disseminate information and experience on decentralized computer applications and obtain feedback on the central support that is required. A directory of information services will be developed and users will be guided to the appropriate units in the Office. The centre, in collaboration with major programme 160 (Personnel), will also coordinate office automation training activities. The staff resources allocated under this subprogramme have been strengthened with a view to developing a comprehensive programme in the biennium 1994-95 for the provision of Office-wide facilities in areas such as word processing, electronic forms, bulletin boards, electronic publishing and distribution, shared printers, and telecommunications (electronic mail, facsimile, telex). These activities will be carried out in close cooperation with major programme 180 (Editorial and document services), programme 170.4 (Internal administration) and major programme 200 (Programming and management). Infrastructure and technical support will be provided to assist in the use of advanced techniques such as optical discs and computer-conferencing. In addition, support will be provided to ILO constituents to resolve information technology problems related to the electronic exchange of information with the Office.

Computer operations and technical services

120.44. The work covered by this subprogramme includes: the operation and management of the mainframe computer systems; the design and management of the network of computers, terminals and printers; the operation of central applications; the establishment of security provisions; and the implementation of a disaster recovery strategy for the protection of the Office's information technology investment.

120.45. The move towards open systems standards and the progressive shifting of certain mainframe-based applications and production services to an open environment will make it possible for the Office to maintain its mainframe computer systems with a slightly reduced level of staff. On the other hand, there has been a significant increase in the number of local area networks (LANs) installed both at headquarters and in external offices. Moreover, the rapid advances in data communications technology have made it possible to plan and initiate the development of a data communications infrastructure which can support a diversity of applications throughout the world. Increased resources have therefore been reallocated within the programme for the design, development and management of the computer communications network, including the setting and monitoring of standards, network documentation and problem determination and resolution. Close cooperation will be maintained with programme 170.4 (Internal administration) in view of the fact that telephone, telex, facsimile and electronic mail services will be major network users.

Database administration

120.46. The functions of this subprogramme are to establish and maintain an ILO corporate data strategy and to coordinate all general interest ILO databases. This includes the management of the corporate databases and the provision of an infrastructure which ensures the integrity, accuracy and security of "corporate data", in the sense of the body of financial, administrative, operational and specialized data, including textual information, which is required by many organizational units and is of strategic importance to the Office.

120.47. Priority will be given to providing better information to ILO staff and constituents regarding the data available in ILO databases and the conditions of access to the data. The staff resources allocated to the subprogramme have therefore been strengthened and closer links will be fostered with the information services provided under programme 120.2 (Library and documentation) and with the UN Advisory Committee for the Coordination of Information Systems (ACCIS).

Programme management and support

120.48. Provision is made under this subprogramme for programme management and administrative and clerical support. Resources are also allocated to cover the overtime costs of the programme, temporary programming and operating staff and computer consultants, the acquisition of equipment for evaluation and demonstration purposes, the purchase of software and hardware and related costs, refresher training and the ILO's contributions to the ICC.

Major Programme 120. Labour Information and Statistics

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
120.1. DEPARTMENTAL MANAGEMENT										
INTERNATIONAL LABOUR INFORMATION SYSTEM (ILIS)	2/00	-	247,032	-	247,032	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	88,700	88,700	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	3/00	524,356	47,300	571,656	-	-	-	-	-
1994-95 TOTALS	**4/00**	**3/00**	**771,388**	**136,000**	**907,388**	-	-	-	-	-
1992-93 TOTALS	**2/00**	**3/00**	**514,356**	**146,280**	**660,636**	-	-	-	-	-

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
120.2. LIBRARY AND DOCUMENTATION										
INFORMATION SERVICES	9/00	15/00	2,159,064	60,000	2,219,064	-	-	-	-	-
INFORMATION PROCESSING	11/00	13/02	2,288,078	1,066,038	3,354,116	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	2/04	414,964	74,924	489,888	-	-	-	-	-
1994-95 TOTALS	**22/00**	**30/06**	**4,862,106**	**1,200,962**	**6,063,068**	-	-	-	-	-
1992-93 TOTALS	**22/10**	**31/06**	**5,019,864**	**1,166,720**	**6,186,584**	-	-	-	-	-
120.3. STATISTICS										
DEVELOPMENT OF LABOUR STATISTICS	11/11	3/04	1,704,659	181,500	1,886,159	-	-	-	-	-
DISSEMINATION OF LABOUR STATISTICS	8/03	22/01	2,593,042	497,016	3,090,058	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	-	-	-	-	-	1,000,000	1,000,000
PROGRAMME MANAGEMENT AND SUPPORT	1/00	3/00	333,000	5,000	338,000	-	-	23,395	30,000	53,395
1994-95 TOTALS	**21/02**	**28/05**	**4,630,701**	**683,516**	**5,314,217**	-	-	**23,395**	**1,030,000**	**1,053,395**
1992-93 TOTALS	**20/09**	**28/05**	**4,578,371**	**771,703**	**5,350,074**	**0/06**	**0/01**	**70,826**	**1,350,000**	**1,420,826**
120.4. COMPUTER SERVICES										
APPLICATION DEVELOPMENT AND MAINTENANCE	18/00	4/00	2,502,600	-	2,502,600	-	-	-	-	-
USER SUPPORT SERVICES	15/00	10/00	2,551,020	-	2,551,020	-	-	-	-	-
COMPUTER OPERATIONS AND TECHNICAL SERVICES	10/00	10/00	1,933,440	-	1,933,440	-	-	-	-	-
DATA BASE ADMINISTRATION	3/00	2/00	510,204	-	510,204	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	4/00	693,344	2,854,563	3,547,907	6/00	3/04	973,856	2,516	976,372
1994-95 TOTALS	**48/00**	**30/00**	**8,190,608**	**2,854,563**	**11,045,171**	**6/00**	**3/04**	**973,856**	**2,516**	**976,372**
1992-93 TOTALS	**43/00**	**24/00**	**7,061,780**	**4,692,449**	**11,754,229**	**6/00**	**3/06**	**985,494**	**36,762**	**1,022,256**

Major Programme 130. International Institute for Labour Studies

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
INTERNATIONAL INSTITUTE FOR LABOUR STUDIES	-	-	-	3,622,780	3,622,780	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	172,000	172,000	-	-	-	-	-
1994-95 TOTALS	-	-	-	**3,794,780**	**3,794,780**	-	-	-	-	-
1992-93 TOTALS	-	-	-	**4,262,970**	**4,262,970**	-	-	-	-	-

130.1. Detailed programme and budget proposals will be prepared in the light of available resources for approval by the Institute's Board in November 1993, and for subsequent submission to the Governing Body. In accordance with usual practice, the following are therefore preliminary indications of activities to be proposed to the Board in 1993.

130.2. The Institute enables the ILO to interact informally and flexibly with the external academic community, and with a wide range of practitioners from worker, employer and government circles. The Institute has brought new ideas and approaches developed within these communities to the ILO's attention; it has also sought to mobilize their resources to address ILO concerns. This interface function of the Institute will be emphasized in the next biennium through meetings, networks and informal working groups. The aim is to promote the involvement of the external academic community and practitioners in the development of the future work of ILO major programmes. In order to perform this role more effectively in the biennium 1994-95, the Institute will endeavour to collaborate more directly with ILO major programmes than hitherto, both in terms of its work programme and its means of action.

Areas of concentration

130.3. The major theme of the Institute's activities has been defined by its Board and the ILO Governing Body as the role of labour institutions in economic and social progress and how these institutions adapt to and encourage change. The Institute has done preliminary work in this field through networking with academics and practitioners. It will henceforth identify and explore specific areas within this broad theme in direct collaboration with the ILO major programmes concerned. Such collaboration will mean that the outcome of activities will be fed back to the other major programmes and assist them in their task of formulating future operational policies for the ILO. It will also ensure that the activities of the Institute and the other major programmes remain complementary.

130.4. The subject areas described below have been selected in the light of three criteria. First, they reflect areas in which major programmes have expressed interest for future programme development. Secondly, they identify inter-sectoral issues of interest to more than one major programme, which are not being addressed in an integrated manner in the ILO at present. Thirdly, they have a direct bearing on the main theme of the Institute's work.

130.5. The activities of the Institute, including social policy fora and the mobilization of external networks of academics and practitioners, will concentrate on the fields described below.

130.6. The relationship between labour institutions, industrial organization and economic development is becoming increasingly important for policy formulation. Labour institutions and practices are causal factors in economic change. Labour markets and industrial relations systems, for example, affect wage costs, competitiveness, motivation and productivity; they shape the pattern of production and distribution, employment and income. A better understanding of these causal links is essential to enable the ILO to make the economic case for better social policies. The operational objective is to promote patterns of institutional change which favour growth and innovation, while ensuring high levels of employment, job quality and human resources development.

Labour institutions, equity and growth

130.7. There is little agreement on the type of labour institutions which optimize both equity and growth. Cross-country and cross-regional comparisons of experience can reveal how particular institutions develop, and how they affect economic performance, employment generation and social welfare. Earlier work by the Institute in this field, combined with external academic findings, will provide the background for an exchange on this topic between the ILO, practitioners and the academic community. Particular attention needs to be paid to the design of appropriate institutions to accompany economic transition, liberalization and adjustment. The subject concerns many ILO major programmes, particularly major programmes 60 (Employment and development), 65 (Enterprise and cooperative development), 80 (Industrial relations and labour administration) and the regional major programmes.

Labour institutions and changing global production systems

130.8. Since the 1980s, organizational changes within and between firms have occurred in response to an increasingly global market which no longer recognizes national boundaries. The firm has become the focus of both technological and social innovation, as competition in the global market has made the quality and organization of human resources the key element of a firm's or, indeed, a country's competitiveness. This is a clear example of how business policies and social policies interact. Changes taking place in the organization of production have implications for training systems, job quality, industrial relations, conditions of work and employment policy. Major programme 80 (Industrial relations and labour administration) has a particular interest in the role of industrial relations systems during structural adjustment and economic transition, as well as in how existing industrial relations structures relate to new patterns of organization between firms. Major programme 70 (Training) is concerned with the links between different production systems and the generation and dissemination of skills, as well as with the links between training and other social policies, such as social security and labour standards. Major programme 65 (Enterprise and cooperative development) is concerned with the organizational and institutional bases of productivity and competitiveness. Changes in the organization of work have implications for the quality and quantity of employment, which concern major programmes 60 (Employment and development) and 90 (Working conditions and environment).

Labour standards and industrial change

130.9. The problems of structural adjustment and economic transition highlight the relationship between labour standards and free markets. Do labour standards impair market efficiency, or can they underpin market stability and dynamic growth? Can labour standards contribute to achieving efficiency with equity, not merely in terms of the moral or political imperative, but as a prerequisite for sustainable and dynamic growth? This inquiry into standards should also contribute to a better understanding of the nature of markets, and their links to specific social environments. Particular attention will be paid to the role of labour standards in programmes of industrial restructuring and economic transition. The Institute will work on these issues together with, inter alia, major programmes 50 (International labour standards and human rights), 60 (Employment and development), 70 (Training) and 80 (Industrial relations and labour administration).

Labour institutions and exclusion

130.10. Much of the concern of the ILO with unprotected workers, with vulnerable population groups and with unemployment, can be viewed in terms of *exclusion* – that is, in terms of how labour institutions prevent, or promote, the exclusion of certain individuals or groups from important economic or social rights or benefits. Poverty, for instance, may be seen as a phenomenon of multiple exclusion. Labour institutions are powerful mechanisms which affect the dynamics of this process, for instance by determining who has access to labour markets and who is excluded. Understanding these dynamics may open up new operational ways to include those whom conventional policies fail to reach. This is an issue which cuts across many ILO concerns. Major programme 60 (Employment and development) is directly involved. Major programme 110 (Social security) is concerned with the need to extend coverage to groups beyond the formal employment sector, and with the link between unemployment benefits and active labour market policies aiming at greater inclusion. Major programme 70 (Training) is concerned with skill development in the informal sector. The advantage of examining these diverse concerns together is not merely to encourage a more coherent policy response: by emphasizing the dynamics of labour institutions, it could reveal how social policies can change economic outcomes and thus raise their priority in national agendas.

Issues of social coherence: Structures for dialogue and consensus

130.11. A growing problem, in both developed and developing countries, is that of the fragmentation and disintegration of social groups, often leading to the breakdown of industrial relations processes and even of organized political dialogue. The abandonment of traditional structures of social and political dialogue may lead to a weakening of communication within societies, to increasing alienation and to the erosion of tripartism and democratic structures. There are many causes for this phenomenon, several of which fall outside the purview of the ILO. However, the ways in which societies organize production and distribution are obviously central to this phenomenon. Of particular relevance to the ILO, for example, are: the need for social consensus to manage economic change; the causes and implications of growing pools of long-term unemployed; and the links between skill acquisition and access to labour markets. Much of the work done in the preceding areas will contribute to the study of these issues.

130.12. The governability of national societies everywhere is increasingly the subject of international debate and is attracting interest in many academic quarters. However, the debate at present tends to focus on political or economic aspects of the problem.

It is important to emphasize the social issues in the debate. The role of independent and representative social actors in sustaining civil society and democratic systems is central to almost every aspect of the ILO's work. The subject has specific policy implications, inter alia, for major programmes 50 (International labour standards and human rights), 60 (Employment and development), 80 (Industrial relations and labour administration), 225 (Employers' activities) and 230 (Workers' activities).

Means of action

130.13. As indicated above, the reorientation of the Institute's means of action to implement these activities will be a priority concern in the biennium 1994-95. Its means of action will include the monitoring of new conceptual approaches and external research findings of relevance to the ILO; regular dialogue between the ILO and the external academic and practitioner communities; the mobilization of external networks around key areas of social policy; the dissemination of information; and the development of the research and educational capacities of ILO constituents.

Monitoring

130.14. The capacity to identify external research findings or new approaches of relevance to the ILO will be reinforced. Several possibilities will be considered. Joint reviews of external work in certain subject areas could be undertaken with the major technical programmes concerned. Another possibility is the establishment of contact points in different parts of the world, reporting back at regular intervals on research priorities and issues in their regions. The Institute's public lecture series has proved to be a useful window on the outside world. In addition, outside speakers who are engaged in innovative work on issues of interest to the ILO will be invited to give seminars on a regular basis to ILO staff. Arrangements will be made to enable them to have a fuller exchange with individual staff members following such seminars or meetings.

Interchange

130.15. Meetings will be organized between ILO staff, tripartite practitioners and the academic community to contribute to the development of future ILO policies and programmes. Several methods will be used. Social policy fora, involving high-level tripartite policy-makers, academics and ILO staff, will be held to address issues which involve policy considerations. Smaller technical workshops and panels will also be organized involving interaction between outside experts and ILO staff, based on papers prepared by individuals from the academic or practitioner communities. Exploratory meetings may also be held to provoke debate on emerging issues which may have implications for the ILO.

Mobilization

130.16. In addition to promoting the ILO's interaction with the external academic environment, the Institute will encourage academic institutions to orient their work towards policy issues of interest to the ILO, by drawing their attention to the concerns of practitioners, and by facilitating access to ILO major programmes. Institute meetings will be followed up by the establishment of networks among the participants, which could subsequently work with the other major programmes in pursuing issues raised by the meeting itself. Relationships with universities can be promoted by the ILO Nobel Peace Prize Lectures, which will be held annually by rotation in various regions of the world. These lectures provide an opportunity to stimulate awareness of the ILO and international social policy among university students, and to build up special relations between the ILO and the faculties of major universities in the world. The Institute will also explore possibilities of extending its facilities to visiting scholars on sabbatical leave from universities and research institutes working in areas of relevance to its programme.

Dissemination

130.17. The publication and distribution of the outcomes of meetings and research networks are important means of action for the Institute. The target audience includes ILO staff, the tripartite constituents, and the external academic and policy-making communities. The Institute's publication exchange programme will continue to ensure that its materials reach users, particularly those in countries which might not otherwise have access to them.

Capacity-building

130.18. For several years the Institute has organized internship courses. The purpose of these courses is: to promote the principles and practices of tripartism among future policy-makers drawn from the ILO's constituencies; to provide an introduction to the work of the ILO; and to promote discussion of labour issues within an international comparative framework. One such course is planned to be held in the biennium 1994-95. The content of future courses will be reviewed so as to meet their objectives better and address key issues of current concern in a flexible manner.

130.19. In addition, the Institute will continue to support, wherever possible, the development of the research and educational capacities of ILO constituents. This support may take the form of special courses to cover the particular needs of countries, or short tailor-made courses, for example, on industrial relations, for which no appropriate external academic facility exists at present, and for which the ILO has received many requests. In addition, short fellowships or study visits to the ILO will be organized for officials from the research departments of labour ministries and employers' and workers' organizations, to enable them to inform themselves of those aspects of the Organization's work which are of direct relevance to their own concerns at the national level. These activities will be carried out in close collaboration with the ILO, both at headquarters and in the regions, as well as with the Turin Centre.

130.20. For reasons explained in the Introduction to these proposals, the resources of many of the headquarters major programmes are being reduced, inter alia, to enable the strengthening of the ILO's technical capability in the regions. The proposed ILO contribution to the Institute is some $3.8 million, representing a reduction of approximately $468,000 in comparison with the biennium 1992-93.

130.21. The latest estimate of other income expected to be available to the Institute in the biennium 1994-95 includes $520,000 from its Endowment Fund and from sales of Institute publications. Every effort will be made to raise additional external resources for programmes and projects in line with the priorities and programmes approved by the Board and the Governing Body.

Major Programme 140. Interdepartmental Projects

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFESSIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
140.10	FOLLOW-UP ON THE 1992-93 INTERDEPARTMENTAL PROJECTS	0/04	-	41,172	310,000	351,172
140.20	MIGRANT WORKERS	9/00	3/04	1,344,404	547,000	1,891,404
140.30	INFORMAL SECTOR	10/00	2/06	1,409,730	926,000	2,335,730
140.40	ENVIRONMENT AND THE WORLD OF WORK	9/00	2/06	1,286,214	795,000	2,081,214
140.50	COORDINATION OF INTERDEPARTMENTAL PROJECTS AND ACTIVITIES	2/06	3/00	576,114	27,500	603,614
140.60	PROGRAMME FLEXIBILITY RESERVE	4/04	2/00	674,892	706,846	1,381,738
1994-95	**TOTALS**					
	REGULAR BUDGET	35/02	13/04	5,332,526	3,312,346	8,644,872
	OTHER SOURCES	-	-	-	-	-
1992-93	**TOTALS**					
	REGULAR BUDGET	38/00	9/06	5,414,814	2,961,531	8,376,345
	OTHER SOURCES	-	-	-	-	-

140.1. Provision for interdepartmental projects under a separate major programme was made for the first time in the Programme and Budget for 1992-93. It was understood that this novelty was being introduced on an experimental basis, that innovative approaches would be adopted in the management of these projects, and that the whole exercise would be carefully monitored and evaluated. An interim evaluation report on the first year of the projects' existence will be submitted to the Programme, Financial and Administrative Committee at the Governing Body's 255th (February-March 1993) Session for discussion in connection with the present Programme and Budget proposals. Although a few problems have inevitably arisen, the experience so far has been positive. A good deal of attention was given to the detailed planning of the projects, which has greatly facilitated the monitoring and evaluation of progress in their implementation; the execution of most of the components of each project is on schedule, or ahead of schedule; and teamwork among officials of the various major programmes involved in the projects has been excellent. The Director-General therefore considers that the experiment with interdepartmental projects should be continued in the next biennium.

140.2. It is not proposed to provide for the continuation into the next biennium of the three interdepartmental projects being implemented in 1992-93, since virtually all the work to be undertaken under these projects will have been completed by the end of the present biennium. However, provision is made for two important meetings which will mark the culmination of two of these projects: a Second High-Level Meeting on Employment and Structural Adjustment, and an International Forum on Equality for Women, which will be held under the auspices of the International Institute for Labour Studies. These two meetings will provide an opportunity for a tripartite exchange of views on the results of the two projects, and will also provide guidelines for the reinforcement and, if necessary, a reorientation of ILO action in these fields. At the same time, as indicated in the Introduction, provision is made under the various technical major programmes for activities designed to follow up the three projects.

140.3. Most of the resources provided for this major programme in the biennium 1994-95 are devoted to three new interdepartmental projects concerning international migration; the informal sector; and environment and the world of work. These subjects were suggested in the preliminary consultation paper and were widely endorsed during the discussion of that document in the Governing Body in February-March 1992. Each project comprises a self-contained set of activities requiring intensive interdepartmental cooperation and which are designed to achieve specific objectives and to result in clearly identified outputs by the end of 1995. However, as was also suggested in the preliminary consultation paper, the activities covered by each of these projects are presented in more general terms than was the case in the Programme and Budget for 1992-93; rather than providing a detailed description of all the activities to be undertaken, the proposals concentrate on the aims, objectives, planned results and main outputs of each project, and give some indication of the types of activities that could be undertaken to achieve these results, as well as the resources required. The detailed planning of the activities for each project will be undertaken after the Conference adopts the Programme and Budget.

140.4. There are two reasons for this change in the style of presentation. One is that most of the activities will be undertaken at the country level, and their precise nature can only be determined in the light of local needs and circumstances. The second is that it was found, in the planning and implementation of the three interdepartmental projects for 1992-93, that the detailed indications of the work to be undertaken under each project resulted in an unnecessary degree of rigidity, and made it more difficult to adapt the projects to new developments and changing requirements.

140.5. The resources for this major programme are increased by some $269,000 compared with the previous biennium. This increase includes additional resources under programme 140.5 (Coordination of interdepartmental projects and activities) amounting to some $159,000, for reasons explained in the text; and $350,000 more than in the previous biennium for programme 140.6 (Programme flexibility reserve). These increases are offset by a decrease of some $240,000 in relation to interdepartmental projects, including follow-up activities to projects in the biennium 1992-93 (programmes 140.1 to 140.4 inclusive). This latter decrease is associated with a decrease of 3/04 Professional work-years and $200,000 RBTC credits offset by increases of some $173,000 for non-staff costs excluding RBTC credits and 2/10 General Service work-years.

140.1. Follow-up on the 1992-93 interdepartmental projects

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	0/04
GENERAL SERVICE WORK-YEARS	-
NON-STAFF COSTS	$310,000
TOTAL	**$351,172**
OTHER SOURCES	-

140.6. This programme provides for two meetings to be held early in the biennium 1994-95 in order to examine the main results of the interdepartmental projects implemented in the biennium 1992-93 concerning employment and structural adjustment and equality for women workers, and to provide a basis for the development of future action by the ILO and member States in these two fields. No proposal is made for a meeting to follow up on the project on child labour in view of the decision taken at the 253rd (May-June 1992) Session of the Governing Body not to proceed at this stage with the organization of a World Congress on the Elimination of Child Labour.

Second High-Level Meeting on Employment and Structural Adjustment

140.7. As stated in the Programme and Budget for the biennium 1992-93, a central aim of the interdepartmental project on employment and structural adjustment is the preparation of a comprehensive policy statement to be discussed and finalized by a Second High-Level Meeting on Employment and Structural Adjustment, and subsequently adopted as official ILO policy by the Governing Body. Proposals concerning this meeting were considered by the Governing Body Committee on Employment, and subsequently by the Governing Body itself at its 254th (November 1992) Session. The meeting would be held in Geneva for three days. Like the first High-Level Meeting in 1987, it would bring together top policy-makers from government, employers' and workers' circles as well as the Executive Heads, or very senior officials, of other international organizations directly concerned with structural adjustment and its social consequences, including the United Nations, the World Bank, IMF, GATT and OECD. Provision is made for the travel and subsistence costs of 20 government, ten employer and ten worker participants ($200,000), assuming a duration of three calendar days in Geneva. Precise proposals concerning the agenda and composition of the meeting will be put to the Governing Body at a later stage. The deliberations and conclusions of the meeting are also expected to contribute to ILO preparations for and participation in the World Summit for Social Development (1995).

International Forum on Equality for Women in a Changing World

140.8. The Director-General's proposals for the Programme and Budget for the biennium 1992-93 contained provision for a meeting on equality for women in employment to be organized by the International Institute for Labour Studies. However, in the discussion of the proposals, the meeting was postponed to the biennium 1994-95. A contribution of $90,000 to the costs of this meeting, to be entitled "International Forum on Equality for Women in a Changing World: Challenges for the Future" is provided under this major programme. This Forum would, in accordance with the practice of the Institute, bring together policy-makers from government, employer and worker circles and academics to: review some of the main results of the work of the interdepartmental project, as well as other work on the subject undertaken by the ILO; take stock of the progress made towards the goal of greater equality for women in employment and the obstacles to be overcome; and review the policy options for overcoming them which could constitute a future agenda for action. The discussions at the Forum would provide a useful basis for the preparation of a general discussion of the question of equality for women in employment by the Conference in 1995 (if this item is retained for the Conference agenda in that year) and for the ILO's contribution to the United Nations World Conference on Women in 1995.

140.2. Migrant workers

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	9/00
GENERAL SERVICE WORK-YEARS	3/04
NON-STAFF COSTS	$547,000
TOTAL	**$1,891,404**
OTHER SOURCES	-

140.9. Issues relating to migrant workers have taken on particular importance in international relations for a number of reasons. In the first place, and most fundamentally, migration for employment is now so widespread that it affects practically all parts of the world. Secondly, and more alarmingly, because of its geographical spread, its scope and its potential, migration for employment tends to reveal economic and social crises, deep-rooted demographic and economic imbalances between nations, and the major changes affecting the world, which frequently give rise to new migratory pressures.

140.10. ILO activities have contributed significantly to acceptance of the principle of equality of treatment for migrant workers and the elimination of discrimination against them. However, the situation of most migrant workers and their families remains a matter of concern, particularly in the many countries which have not yet ratified any of the relevant Conventions and where national legislation and practice is often far from being consistent with the principles of the ILO. The development of migration for employment is becoming the focus of increased attention by ILO constituents. The Gulf crisis revealed the precarious status of migrant workers and provoked several discussions in the Governing Body. The Eleventh Asian Regional Conference (Bangkok, November-December 1991) adopted a resolution on migrant workers in Asia calling on the ILO to strengthen its activities in that field. The 79th (1992) Session of the International Labour Conference also adopted a resolution requesting that activities addressing the protection and promotion of migrant workers' rights be provided for in the Programme and Budget proposals for 1994-95. This interdepartmental project has been designed taking account of that resolution and in particular the need for regular reporting to the Governing Body.

Objectives and strategy of the project

140.11. The aim of the project is to complement work planned under other programmes, and particularly programme 60.5 (Migration and population), by mobilizing interdepartmental work in some 30 sending and receiving countries in Africa, Latin America, Asia and the Pacific, and Europe. These countries will be selected according to the following criteria: the extent of their migratory movements; and the numbers of the migrant population in relation to the national population. The choice of countries will also reflect the main current migratory movements from South to North, South to South and East to West. The objective of the project is to promote the progressive application of international labour standards concerning migrant workers in these countries, taking into account their institutional and legislative constraints. The immediate aims of the project will therefore be to:

- reinforce national capacity in the countries concerned to establish the institutional structures, competence and techniques required to manage the movement of incoming and returning migrant workers;
- provide support to the countries concerned with a view to achieving broader acceptance and application of international standards concerning migrant workers.

The project will be concerned only with temporary migration for employment which takes place lawfully.

140.12. It is planned to hold a meeting of experts at the beginning of the biennium 1996-97 in order to examine the main conclusions arising from the activities carried out under this project.

140.13. The implementation of the project will require teamwork involving major programmes 50 (International labour standards and human rights), 60 (Employment and development), 80 (Industrial relations and labour administration), 110 (Social security) and 120 (Labour information and statistics). RBTC resources amounting to $192,000 are provided to finance seminars and training courses.

Strengthening national capacities

140.14. This subprogramme has two objectives. The first is the establishment of an information system on incoming and returning migratory movements in the 30 selected countries. ILO action concerning migrant populations has often been impeded by insufficient knowledge of migratory movements, in terms of both quantity and quality. This information is of great importance for policy-makers and for the identification of measures which are needed to protect these populations. Moreover, the Migrant Workers (Supplementary Provisions) Convention, 1975 (No. 143), considers that the systematic exchange of information between sending and receiving countries is an effective means of combating clandestine migration. This information helps countries to plan their needs, improve the management of their human resources and improve their cooperation in managing migratory movements. The Gulf crisis demonstrated the extent to which scarce and imprecise information can handicap repatriation and reintegration measures for migrant workers. During that period, the Office had little capacity to assess the movements of migrant workers in that region and to respond to the many requests for its services made by countries and organizations. In other regions, either isolated or more systematic efforts have been undertaken over recent years, as illustrated by the case of the Mediterranean region where, at the request of ten sending and receiving countries, the Office set up the Mediterranean Information Exchange System on International Migration and Employment (MIES). This experience, which will be consolidated within the framework of this subprogramme, will serve as a model for the activities of the project in some 30 countries. In these countries, the activities of the subprogramme will have two objectives: to increase the capacity of sending and receiving countries to collect and process reliable statistics on movements of migrant workers and their numbers in the various countries; and to develop in the Office basic statistics on international migration for employment for the purposes of analysis and dissemination. These statistics will reflect the social, economic and demographic characteristics of migrant populations, their sex and age distribution, their family status and their levels of education and training. After a conceptual and methodological framework has been established, a survey will be carried out in the countries concerned to evaluate the quality of the available data, their completeness and frequency. The resulting information will be analysed with a view to identifying imperfections and gaps.

140.15. The second objective of the subprogramme is the establishment or strengthening in the countries concerned of the institutional structures responsible for incoming and returning migration. The Migration for Employment Convention (Revised), 1949 (No. 97), provides for the maintenance in the countries concerned of a free service to assist migrants for employment. In many countries, these services either do not exist or are ineffective, while there has been a proliferation of private employment agencies which are not usually covered by any detailed regulations. Moreover, in many cases, deficiencies in the organization of migration for employment in sending countries is a source of conflict between migrant workers and their employers in receiving countries. With a view to strengthening the role of these services in the recruitment, entry and placement of migrant workers, as detailed a diagnosis as possible will be carried out of public and private institutions responsible for these operations in the same 30 countries. Their mandates, operating methods and management will be evaluated. Particular attention will be paid to: measures for the selection, recruitment and conclusion of labour contracts and the provision of information to migrant workers; the medical services and medical protection provided to migrant workers at the time of their departure, during their journey and upon their arrival in the receiving country; and operations relating to the admission of the workers into the receiving country, their placement in employment and their return. Recommendations will be made with a view to improving the effectiveness of these institutions, strengthening cooperation between sending and receiving countries, improving the protection of migrant workers and combating uncontrolled and clandestine migration for employment.

Support for the ratification and application of international standards

140.16. The objective of this subprogramme is to assist the countries concerned to design, adopt and apply laws which are in accordance with international labour standards concerning migration for employment.

Promotion of Conventions concerning migration for employment

140.17. The Migration for Employment Convention (Revised), 1949 (No. 97) and the Migrant Workers (Supplementary Provisions) Convention, 1975 (No. 143), are the two principal instruments relating to migration for employment. The former covers the organization of movements of migrant workers and provides for equality of treatment for migrants for employment; the latter is designed in particular to eliminate clandestine movements of migrants and the unlawful employment of migrant workers, as well as to promote equality of opportunity and treatment in practice. Convention No. 97 has been ratified by 38 countries and Convention No. 143 by 15 countries. These Conventions were covered by a general survey, which was examined by the Conference at its 66th Session (1980). The survey noted a series of difficulties encountered by member States in the ratification and application of these Conventions. Under this subprogramme, an examination will be made of the laws which are in force in the 30 selected countries with a view to: gaining a better knowledge of any disparities between these laws and international labour standards; evaluating the extent of the protection provided under these laws; and identifying shortcomings in the protection of migrant workers in the laws which are in force. Particular attention will be paid to the situation of women migrant workers, who often encounter many difficulties. In parallel, this work will enable the Office to evaluate the applicability of international standards, with a view either to further promoting them or proposing their revision through additional protocols.

140.18. Similar activities will be undertaken for the Equality of Treatment (Social Security) Convention, 1962 (No. 118), and the Maintenance of Social Security Rights Convention, 1982 (No. 157). In the latter case, an analysis will also be made of bilateral and multilateral social security agreements. This analysis should lead to practical proposals with a view to: improving and simplifying the content and conditions for the application of bilateral and multilateral agreements; and, in the absence of such agreements, the adoption at the national level of appropriate measures to protect migrant workers.

Inventory of legislation

140.19. An inventory of laws on migrant workers in the 30 selected countries will be established and will be used both by ILO constituents and by Office staff for promotional and supervisory activities. The inventory will contain references and legal instruments concerning the entry, residence, conditions of employment and of return of migrant workers. These legal references and certain full texts which could serve as examples for other countries will be made available in computerized form and will be published.

140.3. Informal sector

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	10/00
GENERAL SERVICE WORK-YEARS	2/06
NON-STAFF COSTS	$926,000
TOTAL	**$2,335,730**
OTHER SOURCES	-

140.20. The Director-General's Report to the 78th Session of the Conference (1991) was entitled "The dilemma of the informal sector". As pointed out in the Report, the ILO has done a good deal of pioneering work concerning the informal sector during the past 20 years; it has contributed to a greatly improved understanding of the nature, characteristics and magnitude of the informal sector, and has assisted a number of member States in formulating and implementing policies for it. However, as was also pointed out in that Report, the ILO's work until now has been exploratory and less than comprehensive. Most of the activities to date have been concerned with employment, training and enterprise development in the informal sector, while relatively little attention has been devoted by the ILO to the possibilities of protecting the rights of workers and producers engaged in informal sector activities, of progressively extending social protection to them or of improving the conditions in which they work.

140.21. The discussion at the Conference revealed a broad measure of support for the diagnosis of the problems contained in the Director-General's Report as well as for his proposals concerning the objectives and strategy to be pursued. The matter was further considered by the Committee on Employment at the 251st (November 1991) Session of the Governing Body, which had before it a document (GB.251/CE/5/2) outlining an approach to a future ILO programme on the informal sector. The interdepartmental project outlined below has been drawn up taking account of the discussions of the Director-General's Report to the Conference and of the document submitted to the Committee on Employment.

Objectives and general strategy of the project

140.22. The ultimate objective of ILO action regarding the informal sector must be to bring about its progressive integration into the formal economy, and the progressive application of the protective measures provided for in national legislation and in international labour standards. However, the above documents and the discussion in the Conference and the Governing Body showed that in most countries this can only be a long-term objective. It has to be recognized that the phenomenon of the informal sector, consisting of many very small units producing and distributing goods and services at low levels of productivity and income, and deprived of virtually any form of legal or social protection, including the protection offered by ILO standards, cannot be made to disappear quickly. On the contrary, the sector is likely to grow, since it is and will remain the only source of income for a large proportion of the rapidly growing urban labour force in developing countries.

140.23. A major effort will therefore be required to improve the skills, technology and productivity of the informal sector in order to enable it to provide increased employment opportunities and improved incomes for increasingly large numbers of people in the years to come. At the same time, it would be contrary to all the ILO's principles to limit its efforts to promoting the growth of informal sector employment without at the same time seeking to extend to informal sector producers and workers certain fundamental rights, to eliminate the most unacceptable forms of exploitation and to bring about the progressive introduction of certain basic forms of social protection, in line with ILO standards. While the full application of national legislation and ILO standards to the informal sector is a long-term goal, it should be possible to make some progress, however modest, towards that goal.

140.24. In the light of these considerations, and in the light of the discussions at the Conference and the Governing Body, the ILO strategy for the informal sector will simultaneously pursue the following objectives:

- to improve the productivity of informal sector activities and their capacity to provide employment and incomes (through vocational and management training, improved technology and improved access to credit, markets, institutions and services, and by other means);
- to provide basic social protection to informal sector producers and workers, with a view to the gradual extension of international labour standards to cover them, concentrating initially on the following fields: freedom of association and freedom from forced labour; the protection of working children and ultimately the complete abolition of child labour; the development of some forms of social security, concentrating initially on various types of mutual social protection provided through cooperatives, trade unions and other forms of group solidarity; the reduction of exposure to occupational safety and health risks; and the development of innovative types of advisory and information services provided by labour inspectorates;
- to promote and strengthen the organization and collective action of informal sector producers and workers, including cooperatives and other forms of group solidarity, and to encourage and assist national organizations of employers and workers to extend their action to the informal sector.

In pursuing these objectives, particular attention will be paid to measures to improve the situation of women, who frequently represent a large proportion of informal sector employment, and who are frequently concentrated in the most precarious and lowest paid occupations in the sector.

140.25. The project will represent a first attempt to implement this comprehensive approach to the informal sector. It will involve intensive cooperation among all technical departments of the Office. However, as was suggested in the Director-General's Report and in the discussion in the Committee on Employment, work will concentrate on a limited number of cities (probably not more than four) in the developing world. The aim will be to collaborate with the public authorities and with employers' and workers' organizations in those cities in order to diagnose the situation of the informal sector, develop policies and programmes for it and, if requested, implement such policies and programmes. The main criterion for the selection of the cities on which the activities of the project will concentrate will be the degree of commitment of central government, the local authorities and employers' and workers' organizations to the pursuit of the objectives listed above. Other criteria, such as the extent of the ILO's knowledge of the situation of the informal sector in the city concerned and the availability of adequate counterpart staff will also be taken into account.

140.26. The specific objectives to be achieved in the selected cities by the end of the biennium are therefore:

- to have collected statistical and other data on the size and nature of informal sector employment and on various other indicators, such as the incomes of informal sector producers and workers, the social and legal protection offered to them, the conditions in which they work and acquire skills, and their linkages with the formal sector;
- to have organized dialogue between the public authorities and employers' and workers' organizations, and with representative organizations of informal sector producers and workers, and to have reached a consensus among them on the policies to be pursued and the practical measures that will be undertaken as a matter of priority in pursuit of the objectives indicated above; and
- to have launched technical cooperation activities (which are likely to continue beyond the biennium 1994-95) for the implementation of such policies and measures.

140.27. The proposed concentration of this project on a very limited number of cities is designed to ensure maximum impact with the resources available. The project will be experimental in nature, since it will be the first time that an attempt has been made to define a comprehensive approach to the problems of the informal sector. The lessons learned will provide a basis for the ILO's work on the informal sector in future biennia, and if it is found to be successful, the same approach could be replicated in cities in other countries.

140.28. The resources proposed for this project are of course very limited in relation to the tasks to be undertaken. Every effort will therefore be made to mobilize extra-budgetary funds in order to enhance the impact of the project and, if appropriate, to increase the number of cities in which the project is operational. In addition, a provision of $280,000 is made for RBTC projects, particularly for training courses, seminars and meetings at the city level. Every effort will also be made to secure the cooperation of other international organizations, including the World Bank, UNDP, HABITAT, UNICEF, UNESCO and WHO in the activities undertaken in these cities.

140.29. In view of the fact that the problems dealt with and the solutions adopted will vary considerably from one city to another, the project will have to adopt a flexible approach from start to finish. Moreover, in order to reflect the heterogeneity of the informal sector, it may be decided, for example, to focus in each case on a different combination of key informal sector activities or to emphasize different issues in different places. For these reasons, it is not possible to spell out in detail the activities that will be undertaken in the framework of this project. In view of its experimental nature, the project will be carefully monitored and evaluated at each stage, and the lessons learned from it will be widely disseminated in order to guide future national and international action in relation to the informal sector in other countries. It is envisaged that early in the biennium 1996-97 the results achieved and the lessons learned will be examined by a tripartite meeting (which could also include the mayors of the participating cities, and of certain other cities of developing countries) to advise the ILO and its member States on future action.

140.30. Although, for the reasons given above, it is impossible to give detailed indications of the activities which will be undertaken, there are likely to be four distinct (but probably overlapping) phases in each city: fact-finding and data collection; analysis and policy assessment; the promotion of a policy dialogue among all concerned; and technical cooperation to give effect, if requested, to some or all of the conclusions emerging from the policy dialogue.

Fact-finding and data collection

140.31. This phase will consist of collecting as much information as possible, with the help of local collaborators, on the volume and nature of informal sector employment and conditions of employment, on the role of women, on the extent of child labour, on the environment in which the informal sector operates and on its linkages with the enterprises, markets and institutions of the rest of the economy and society. To the extent possible, maximum use will be made of information that already exists (and indeed one of the criteria for the selection of the cities will be the amount of relevant and up-to-date information already available). But, in addition, it will almost certainly be necessary in each case to collect original data, for instance through sample surveys of informal sector establishments (perhaps limited to a few industrial sectors) and/or through household surveys. The precise needs for original data generation through such surveys will be determined in each city in the light of the volume and the quality of existing information. These surveys will represent a first opportunity to apply in practice the new international statistical standards concerning the informal sector to be adopted by the International Conference of Labour Statisticians in 1993. Reports on the information which is obtained will be published for each of the selected cities.

Analysis and policy assessment

140.32. Under this phase, the ILO will field multidisciplinary advisory missions representing various major programmes and, wherever possible, drawing on the multidisciplinary advisory teams or other expertise available in the region: to review, together with teams of local counterparts, statistical and other data as well as current policies and institutional arrangements; and to suggest, as appropriate, and taking full account of experience already gained, practical measures towards meeting the objectives spelled out above. Although the issues to be examined will vary from one city to another, the following are likely to be included:

- the general policy and regulatory environment; the extent to which it represents an obstacle to improving the productivity, incomes and social protection of informal sector producers and workers; and the opportunities for change in order to improve the access of the entrepreneurs and workers concerned to the institutions, amenities and legal protection which should be available to all members of society;
- the scope for improving productivity and income through measures which involve training, savings and credit, technology and information, taking account of the arrangements that already exist in the informal sector for the acquisition of skills and credit or the improvement of technology, and the possibilities of improving access to relevant institutions. In view of the important role played by women in the informal sector in many countries, special attention will be paid to the particular measures that could be adopted to improve their skills and incomes;
- the scope for improving working conditions and social protection, with emphasis on concrete and practical measures to reduce child labour, to improve occupational safety and health, to develop and improve social protection, including social security, and to extend advisory services by labour inspectorates or other bodies for these purposes; and
- the scope for organizing workers and entrepreneurs in organizations of their choice and the role of existing employers' and workers' organizations in this respect.

Policy dialogue

140.33. This phase will bring together the parties directly concerned, including central and local government, employers' and workers' organizations, nongovernmental organizations and (if possible) representatives of informal sector entrepreneurs and workers, to examine the recommendations of the advisory missions and to reach consensus on the policies and practical measures to be adopted. Without prejudging the outcome of the dialogue and without entering into detail, these measures might involve: the revision of outdated or otherwise inappropriate regulations; the simplification of cumbersome licensing procedures; a public information campaign about workers' rights; training seminars on improving small business practices or the safety of workers or consumers; developing physical infrastructure, notably market facilities, so as to improve working conditions; making credit available to micro-entrepreneurs; special measures to improve the situation of women; aiding product diversification; recognizing associations of artisans; providing incentives to bona fide masters of apprentices; and the action to be taken by employers' and workers' organizations to extend their services to informal sector entrepreneurs and workers and to defend their interests.

Operational phase

140.34. While it will, of course, be for national authorities to implement the measures decided upon as a result of the policy dialogue mentioned above, the ILO will assist in mobilizing the necessary external funds and will offer advice as and when requested to do so. It is foreseen that training will also be an important activity during this phase, including seminars, workshops and training courses on a wide variety of subjects such as: the role of employers' and workers' organizations in the development of activities for the informal sector; measures for the improvement of skills and productivity or the reduction of occupational risks and hazards in particular industries and occupations in the informal sector; the role of labour inspection; methods of data collection and analysis. Extra-budgetary funds will be sought to finance these operational activities. RBTC funds will be used to finance some of the training activities, and modest resources will be deployed to initiate and support operational work.

140.4. Environment and the world of work

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	9/00
GENERAL SERVICE WORK-YEARS	2/06
NON-STAFF COSTS	$795,000
TOTAL	**$2,081,214**
OTHER SOURCES	-

140.35. The activities outlined in this project on Environment and the world of work are based on:

- the discussion at the 77th Session of the Conference (1990) of the Director-General's Report on this theme, as well as the resolution adopted at the same session of the Conference concerning environment, development, employment and the role of the ILO;
- the texts adopted by the United Nations Conference on Environment and Development (UNCED), which was held in Rio de Janeiro in June 1992, and particularly Agenda 21, which deals with a number of issues of direct concern to the ILO and its constituents;
- the conclusions of the Tripartite Advisory Meeting on Environment and the World of Work (Geneva, 2-4 November 1992) identified a number of priorities for the Office's future work.

Objectives and general strategy of the project

140.36. Environmental concerns are given some prominence in the ILO's Programme and Budget for the biennium 1992-93 and, in view of the importance of the conclusions of UNCED, and of the recent Tripartite Advisory Meeting on Environment and the World of Work, are given still greater priority throughout the Programme and Budget for the biennium 1994-95. The Tripartite Advisory Meeting in particular endorsed the following priority themes for future ILO action in this respect:

a) The ILO should support its tripartite constituents to enable them to deal directly and effectively with relevant environment and sustainable development matters.

b) The ILO should integrate relevant environment and sustainable development considerations within its major programmes.

c) The ILO should include relevant environment and sustainable development considerations in the design and implementation of its technical cooperation activities.

d) The ILO should collaborate with the United Nations system, especially concerning follow-up action related to the United Nations Conference on Environment and Development, and with other international and regional institutions concerned with environment and sustainable development.

It also identified the specific activities to be undertaken in each of these areas. In response to these recommendations, environment-related activities are included under seven other major programmes, which aim to integrate an environmental dimension into the ILO's technical work where appropriate. The distinctive feature of this interdepartmental project is that it aims to mobilize interdepartmental cooperation to assist the ILO's tripartite constituents in selected countries, at different levels of development and with different ecological conditions, to design and implement environmentally sound policies and measures.

140.37. The overall objective of the project is therefore to strengthen the capacity of the ILO and its constituents in these countries to implement the decisions, recommendations and requests emanating from UNCED which are clearly within the ILO's mandate concerning environment and the world of work.

140.38. This project will involve collaboration not only among headquarters major programmes, but also between headquarters and the multidisciplinary advisory teams in the field. The experience gained from working with selected countries on the concrete problems they face will strengthen the ILO's own capacity in this field, and should also have a powerful demonstration effect for other countries. Special efforts will therefore be made in the course of the biennium 1994-95, but more particularly in the biennium 1996-97, to disseminate information as widely as possible on the results of these activities and the lessons learnt.

140.39. It will be especially important to link the work of the ILO under this project to that of other organizations, including the World Bank, UNDP, UNEP and WHO, so as to define a distinctive ILO contribution based on its own mandate, wherever appropriate. It is, moreover, hoped that extra-budgetary funds will become available (either from multilateral funding agencies or from multi-bilateral donors) to supplement the resources proposed for this project, either to enlarge the number of countries covered, or to finance operational activities to follow up on the country-level action outlined below.

140.40. Countries at all levels of development will be covered, although the project will focus particularly on developing countries. In each case, the ILO will work closely with the concerned national authorities and employers' and workers' organizations in analysing the issues, promoting a tripartite dialogue on these issues, conducting training courses and disseminating information and documentation. Local collaborators will be used as far as possible. In each country, at least one tripartite round-table meeting (and probably several such meetings) will be convened to examine the results of the work and the policy conclusions to be drawn from it. RBTC resources amounting to $240,000 are provided, mainly to finance tripartite meetings and training courses.

Support for the ratification and implementation of ILO standards on the working environment

140.41. The UNCED Conference asked governments to consider the ratification and implementation of existing environmental instruments. In the case of the ILO, this invitation particularly concerns its standards on the working environment. This subprogramme will build upon past experience and existing capacity within the ILO to support the efforts of governments through ILO advisory missions. The objective of the subprogramme is to achieve the widest possible ratification and effective application in the countries concerned of the ILO's working environment standards, including particularly the Working Environment (Air Pollution, Noise and Vibration) Convention, 1977 (No. 148), the Occupational Safety and Health Convention, 1981 (No. 155), the Occupational Health Services Convention, 1985 (No. 161), and the Safety and Health in Construction Convention, 1988 (No. 167). At the same time, the ILO will also enhance its own capacity to provide assistance in this area, based on the experience gained in the advisory missions.

140.42. The advisory missions, which will be followed by national tripartite meetings, will be designed to respond to specific national requests. Their aim will be: to assist the government to develop adequate policies, legislation and regulations incorporating the principles set forth in ILO standards; to strengthen national implementation and enforcement capacity, particularly through labour inspection services; and to promote tripartite collaboration on the working environment at the enterprise level in specific sectors by identifying "best practices" for the improvement of implementation at the workplace.

Action to promote the environmentally sound management of chemicals

140.43. In the past five years, the ILO has become increasingly involved in activities related to chemicals, most significantly in the elaboration and adoption of the Chemicals Convention (No. 170) and Recommendation (No. 177), 1990. The Office has also been active in implementing the resolution adopted by the Conference in 1989 concerning harmonization of systems of classification and labelling for the use of hazardous chemicals at work. While provision for the developmental work for these activities is made under programme 90.2 (Occupational safety and health), resources are set aside under this subprogramme for practical assistance to a number of countries to enable them to prepare for the implementation of harmonized classification and labelling systems.

140.44. The objective of this subprogramme is the implementation in the countries concerned of harmonized classification and labelling systems. This will be achieved through advisory missions, which will work with national authorities and employers' and workers' organizations, and will provide policy guidance, training and information, and documentation support, depending upon specific national priorities and requirements. These activities will constitute an important ILO contribution to the International Programme on Chemical Safety (IPCS), a programme involving WHO, UNEP and ILO, which was specifically requested by UNCED to pursue its work relating to the management of toxic chemicals.

Employment, training and poverty implications of environmentally sound and sustainable development

140.45. The documents of UNCED, and particularly the *Rio Declaration* and *Agenda 21*, identified a number of important principles and practical actions for the achievement of sustainable development. ("Sustainable development" was defined by the *Brundtland Report* as "development that meets the needs of the present without compromising the ability of future generations to meet their own needs. It contains within it ... the concept of 'needs', in particular the essential needs of the world's poor, to which overriding priority should be given".) The ILO's concern is to ensure that the transition to more sustainable and environmentally sound patterns of development is achieved in a manner which contributes to higher levels of employment and the alleviation of poverty. While much attention has been given to the scientific and technical aspects of environmental protection, more needs to be done to assess and gain a better understanding of the employment and social implications of environmental policies and programmes.

140.46. The objective of this subprogramme is therefore to analyse the employment and social implications of national follow-up action to the recommendations and requests of UNCED concerning sustainable development in each of the countries selected, and to facilitate tripartite dialogue in these countries on the strategies and programmes to be adopted to deal with these problems.

140.47. The subprogramme provides for the provision of assistance to a few countries to assess the socio-economic impact and implications of environmental policies from the perspective of employment, poverty alleviation and training. National case-studies and research will be carried out as far as possible by local consultants, and will provide the basis for a national tripartite dialogue on these issues.

140.48. Each of the countries will define a different package of priority issues related to sustainable development. Nevertheless, it is expected that the issues will focus on the following fields: analysis of the employment and social implications of environmental problems and policies; assessment of manpower and training needs related to environment and sustainable development and identification of measures to meet these needs; and support to employers' and workers' organizations and ministries of labour and employment to enhance their capacity to play an active role in the design, implementation and evaluation of national UNCED follow-up action.

140.49. The nature of the problems to be tackled under each of these headings, the policy issues to be addressed and the types of action to be undertaken will of course vary according to the level of development, the degree of industrialization and the ecological conditions in the country concerned. In the case of countries with substantial heavy industry, for instance, the emphasis is likely to be on the employment, manpower and training policies and programmes that will be required as a result of the conversion and restructuring of industries to meet new environmental requirements. In predominantly rural economies, the emphasis will be on the promotion of new approaches to rural employment promotion and income generation through environmental protection and rehabilitation programmes, including environmentally sound infrastructure development projects. In such countries, special emphasis will be placed on the relationship between environment and women's livelihood in degraded or fragile ecosystems. Where appropriate, attention will be paid to the impact on indigenous and tribal peoples of policies and programmes for sustainable development and to the implementation of policies in line with the Indigenous and Tribal Peoples Convention, 1989 (No. 169).

140.50. A particular area of concern in all countries will be the environmental effects of the activities of small and medium-sized enterprises, including those in the informal sector. A good deal of attention will be devoted to assisting employers' organizations to launch special programmes and training activities to assist small enterprises to improve their environmental performance. Moreover, trade unions and cooperatives will be assisted in carrying out educational programmes for their members on measures to improve their own working environment and safeguard the general environment.

140.51. The resources available under the regular budget are small in relation to the complexity of the issues to be tackled. For this reason, it is unlikely that more than five countries could be covered by the regular budget provision, although it is hoped to be able to mobilize extra-budgetary resources to extend the activities of this subprogramme to a larger number of countries. Moreover, as noted earlier, the results of the work will subsequently be used as the basis for information dissemination and advisory missions to a wide range of countries in future biennia.

140.5. Coordination of interdepartmental projects and activities

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	2/06
GENERAL SERVICE WORK-YEARS	3/00
NON-STAFF COSTS	$27,500
TOTAL	**$603,614**
OTHER SOURCES	-

140.52. Provision is made under this programme for a senior official and secretarial support to coordinate arrangements for the management, implementation and evaluation of interdepartmental projects and activities. In addition to overseeing the implementation of the projects described above, the official will assist the Director-General in mobilizing interdepartmental cooperation to carry out specific ad hoc assignments. In particular this official will be responsible for coordinating the ILO contribution to the World Summit for Social Development (1995), and 0/06 Professional work-year and 1/00 General Service work-year are provided for the preparation of ILO policy papers to be submitted to this major global meeting.

140.6. Programme flexibility reserve

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	4/04
GENERAL SERVICE WORK-YEARS	2/00
NON-STAFF COSTS	$706,846
TOTAL	**$1,381,738**
OTHER SOURCES	-

140.53. In the view of the Director-General, the establishment of a reserve to fund activities which cannot be foreseen at the time of the adoption of the budget by the Conference has proved to be a useful innovation in ILO budgeting practice. It is therefore proposed to retain the reserve in the biennium 1994-95. The resources provided under this programme, which are to be increased above the level in the biennium 1992-93 by an amount of $350,000 will cover several work items of a technical nature, which could include meetings, research leading to publication, information dissemination and public information activities, and technical advisory services. In view of the increased level of resources the proposals for expenditure for the reserve in the biennium 1994-95 will take account of the needs for ILO assistance to new member States, including the Central Asian Republics of the former USSR.

140.54. Following the practice established in the biennium 1992-93, proposals for expenditure from the Programme flexibility reserve will be made by the Director-General and submitted to the Programme, Financial and Administrative Committee of the Governing Body for approval, in accordance with article 15 of the Financial Regulations.

Major Programme 140. Interdepartmental Projects

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
140.1. FOLLOW-UP ON THE 1992-93 INTERDEPARTMENTAL PROJECTS										
TECHNICAL MEETINGS	0/04	-	41,172	310,000	351,172	-	-	-	-	-
1994-95 TOTALS	**0/04**	**-**	**41,172**	**310,000**	**351,172**	-	-	-	-	-
1992-93 TOTALS	**31/08**	**5/06**	**4,295,394**	**2,604,685**	**6,900,079**	-	-	-	-	-
140.2. MIGRANT WORKERS										
STRENGTHENING NATIONAL CAPACITIES	3/00	-	370,548	185,000	555,548	-	-	-	-	-
SUPPORT TO RATIFICATION AND APPLICATION OF STANDARDS	4/00	-	494,064	140,000	634,064	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	192,000	192,000	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	3/04	479,792	30,000	509,792	-	-	-	-	-
1994-95 TOTALS	**9/00**	**3/04**	**1,344,404**	**547,000**	**1,891,404**	-	-	-	-	-
1992-93 TOTALS	-	-	-	-	-	-	-	-	-	-
140.3. INFORMAL SECTOR										
FACT-FINDING AND DATA COLLECTION	2/00	0/06	281,946	314,000	595,946	-	-	-	-	-
ANALYSIS AND POLICY ASSESSMENT	4/00	-	494,064	200,000	694,064	-	-	-	-	-
POLICY DIALOGUE	1/00	-	123,516	32,000	155,516	-	-	-	-	-
OPERATIONAL PHASE	1/00	-	123,516	30,000	153,516	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	280,000	280,000	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	2/00	386,688	70,000	456,688	-	-	-	-	-
1994-95 TOTALS	**10/00**	**2/06**	**1,409,730**	**926,000**	**2,335,730**	-	-	-	-	-
1992-93 TOTALS	-	-	-	-	-	-	-	-	-	-
140.4. ENVIRONMENT AND THE WORLD OF WORK										
SUPPORT FOR THE RATIFICATION & IMPLEMENTATION OF ILO STANDARDS ON THE WORKING ENVIRONMENT	2/00	-	247,032	105,000	352,032	-	-	-	-	-
ACTION TO PROMOTE ENVIRONMENTALLY SOUND MANAGEMENT OF CHEMICALS	1/00	-	123,516	100,000	223,516	-	-	-	-	-
EMPLOYMENT, TRAINING AND POVERTY IMPLICATIONS OF ENVIRONMENTALLY SOUND & SUSTAINABLE DEV.	4/00	-	494,064	280,000	774,064	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	240,000	240,000	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	2/06	421,602	70,000	491,602	-	-	-	-	-
1994-95 TOTALS	**9/00**	**2/06**	**1,286,214**	**795,000**	**2,081,214**	-	-	-	-	-
1992-93 TOTALS	-	-	-	-	-	-	-	-	-	-
140.5. COORDINATION OF INTERDEPARTMENTAL PROJECTS AND ACTIVITIES										
PROGRAMME MANAGEMENT AND SUPPORT	2/06	3/00	576,114	27,500	603,614	-	-	-	-	-
1994-95 TOTALS	**2/06**	**3/00**	**576,114**	**27,500**	**603,614**	-	-	-	-	-
1992-93 TOTALS	**2/00**	**2/00**	**444,528**	-	**444,528**	-	-	-	-	-

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RE-SOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RE-SOURCES
	P	GS				P	GS			
140.6. PROGRAMME FLEXIBILITY RESERVE										
PROGRAMME FLEXIBILITY RESERVE	4/04	2/00	674,892	706,846	1,381,738	-	-	-	-	-
1994-95 TOTALS	**4/04**	**2/00**	**674,892**	**706,846**	**1,381,738**	-	-	-	-	-
1992-93 TOTALS	**4/04**	**2/00**	**674,892**	**356,846**	**1,031,738**	-	-	-	-	-

Major Programme 150. Development Cooperation

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFES-SIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RE-SOURCES
150.10	DEPARTMENTAL MANAGEMENT	2/00	2/00	444,528	37,262	481,790
150.20	PROMOTION OF COOPERATION	7/00	2/00	1,004,268	710,342	1,714,610
150.30	EQUIPMENT PROCUREMENT AND SUBCONTRACTING	-	-	-	-	-
1994-95	TOTALS					
	REGULAR BUDGET	9/00	4/00	1,448,796	747,604	2,196,400
	OTHER SOURCES	31/00	39/00	6,552,288	1,800,074	8,352,362
1992-93	TOTALS					
	REGULAR BUDGET	9/00	5/00	1,518,624	1,005,063	2,523,687
	OTHER SOURCES	35/00	43/00	7,385,664	1,475,771	8,861,435

150.1. The objective of this major programme is to support national development objectives in the core areas of the ILO's mandate through the implementation of an effective programme of operational activities prepared on the basis of the active partnership policy of dialogue with the ILO's constituents described in the Introduction to these proposals. The responsibilities of the major programme include the provision of policy guidance, the mobilization of resources and collaboration with partners within and outside the United Nations system. These activities are intended to promote coherence among the operational activities of the various major programmes and synergy between the Office's major means of action, particularly as regards the formulation and implementation of ILO strategies at the country level. The functions of the major programme also include equipment procurement and subcontracting services, and the coordination of the activities of the Turin Centre (major programme 75) with other ILO major programmes.

150.2. International development cooperation and, in particular, the UN system's operational activities, are undergoing a process of profound change following the reforms introduced by United Nations General Assembly resolution 44/211 in 1989. These reforms focus on the concept of national ownership of all development activities and the need to enhance national capacities for the programming and implementation of development activities. The transition to national execution and the application of a programme approach, combined with the new support cost arrangements introduced in 1992, place the ILO's operational activities in a more competitive environment. It is thus more important than ever to ensure the relevance, quality, and cost-effectiveness of these activities.

150.3. In response to these new challenges and in pursuance of the ILO's constitutional mandate, an active partnership policy for operational activities has been formulated, as described in the Introduction to these proposals. Under this policy, the ILO's country-level activities will be designed to support specific objectives which have been jointly agreed upon with its tripartite constituents. These objectives will be supported through an integrated programme comprising technical cooperation, standard setting, the provision of advice and other means of action. At the same time, the roles and responsibilities of headquarters and the field structure are being redefined, with more responsibilities for the management and technical support of ILO technical cooperation being transferred to field offices and to the multidisciplinary teams.

150.4. The role of this major programme will be to monitor and coordinate the implementation of the active partnership policy. The activities involved will include the design and updating of guidelines for the preparation of country strategy papers and the coordination of an Office-wide reporting system through which the ILO's activities in the field can be effectively monitored and evaluated. It facilitates collaboration between headquarters and the field structure in the implementation of ILO strategies and programmes. The work covered by the major programme also includes mobilizing resources for the ILO's activities through collaboration with a broad range of donors and development partners, and participating in international and inter-agency fora on development cooperation with a view to sensitizing the international community to the ILO's objectives and concerns and ensuring that the ILO takes due account of global developments.

150.5. The resource level proposed for this major programme is $9,108,762 of which $2,196,400 is allocated from the regular budget (including $682,400 from RBTC resources for the general reserve), and $6,912,362 from Programme support income. In addition, extra-budgetary resources of some $1.44 million are expected to be provided by the World Food Programme. The resources for programme 150.3 (Equipment, procurement and subcontracting), which is entirely financed from Programme support income, are reduced by $513,219, reflecting the increased responsibilities of the field structure for the management of technical cooperation, including equipment procurement and the anticipated decline in delivery expected under the part of the programme which is financed by UNDP. The Technical cooperation personnel services programme has been transferred to major programme 160 (Personnel) with a view to achieving the implementation of a single and unified personnel policy at headquarters and in the field.

150.1. Departmental management

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	2/00
GENERAL SERVICE WORK-YEARS	2/00
NON-STAFF COSTS	$37,262
TOTAL	**$481,790**
OTHER SOURCES	-

150.6. The resources allocated under this programme cover the director of the department and secretarial support staff. This programme is also responsible for coordinating the activities of the Turin Centre (major programme 75) with the ILO technical cooperation programme.

150.2. Promotion of cooperation

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	7/00
GENERAL SERVICE WORK-YEARS	2/00
NON-STAFF COSTS	$710,342
TOTAL	**$1,714,610**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	15/00
GENERAL SERVICE WORK-YEARS	15/00
NON-STAFF COSTS	$1,612,830
TOTAL, EXCLUDING TECHNICAL COOP.	**$4,512,990**
TECHNICAL COOPERATION	-

150.7. The objective of this programme is to implement an effective programme of operational activities, consistent with the ILO's mandate and current programme priorities and in coordination with the UN development system, as well as to mobilize resources from a variety of donors. The programme covers a wide range of tasks and new responsibilities in relation to the active partnership policy, including the formulation of Office-wide strategies and guidelines for the ILO's operational activities.

Policy and programme development

150.8. The objective of this subprogramme is to develop policies relating to the ILO's operational activities, based on the concept of active partnership with the ILO's constituents. The responsibilities of the subprogramme in this regard cover both the international policy environment for development cooperation as it affects the ILO and the development and updating of internal policies, approaches and strategies guiding the ILO's operational programmes.

150.9. As a continuation of work carried out in the biennium 1992-93, instructions and guidelines will be prepared for the development of country strategy papers and an Office-wide reporting system will be designed and maintained in order to monitor the progress and impact of the ILO's operational programmes. Effective collaboration will be encouraged between headquarters' technical major programmes, ILO offices and the multidisciplinary teams in the formulation and implementation of ILO country strategies in order to ensure that they are consistent with the ILO's core mandate, promote international labour standards and tripartism, are integrated with national development objectives and are formulated in consultation with the Organization's constituents. The work covered by the programme includes the provision of briefing and training for ILO staff to prepare them for their new functions and responsibilities. Assessments of the impact of the ILO's country strategies and programmes, including substantive analytical work, will be carried out and a constant dialogue and close cooperation will be maintained with the regional major programmes concerning regional and subregional issues which are relevant to, or arise out of, the active partnership policy.

150.10. Developments in the international policy environment for development cooperation will be analysed and advice will be provided to the Office on their implications for the ILO's operational activities. The work of the subprogramme will cover the representation of the Office in intergovernmental and inter-agency consultations, committees and meetings dealing with development cooperation with a view to ensuring that the ILO's objectives, interests and concerns are reflected in the formulation of development policies and strategies. Work in this area is assuming greater importance due to the reform process referred to above, which is likely to lead to a profound transformation of the management, financing and coordination of operational activities at the international and country levels, as well as in inter-agency structural arrangements within the UN system.

150.11. The subprogramme is responsible for the overall coordination of the ILO's technical cooperation activities, while the role of promoting, preparing and negotiating country and regional projects is to be decentralized to the field offices. The roles of the

UNDP, governments and the specialized agencies are undergoing substantial changes following the transition to national execution, the introduction of the programme approach and a new UNDP regime for support costs. In this context, the subprogramme is responsible for internal coordination work, and negotiations with UNDP in relation to the new facility for technical support services at the programme level (TSS1 activities). The development of the ILO's strategies and programmes in individual countries will be coordinated with those of the UN system as a whole. The activities of the subprogramme also include servicing the Governing Body Committee on Operational Programmes and other ILO bodies on matters relating to technical cooperation, and coordinating follow-up action on decisions arising from discussions in these bodies and from internal management studies.

150.12. The work of the subprogramme includes ensuring that issues relating to equality of opportunity and treatment of men and women workers are taken into account in the design and implementation of all ILO operational activities, as an important means of achieving the objective of improving the economic and social conditions of women in the developing world. This involves liaison with the field structure, and with the special adviser on women workers' questions, in order to ensure that gender aspects are fully integrated into the ILO's operational activities at all levels. Liaison is also maintained with the donor community, including UNDP, and with international and regional financial institutions on women-in-development issues. Finally, advisory services are provided to member States on equality questions related to technical cooperation.

150.13. Another important function of this subprogramme is the management and monitoring of the use of regular budget technical cooperation (RBTC) resources allocated to the technical and regional major programmes. For the biennium 1994-95 the provision for the general reserve for RBTC is some $682,000, to cover unforeseen and urgent needs.

150.14. Other activities of the subprogramme include the coordination of reporting systems on the ILO's operational activities. In the biennium 1994-95, work will be concentrated in three main areas. First, in continuing work started in 1993, emphasis will be placed on the development of an Office-wide reporting system on the implementation of the active partnership policy, particularly as regards the compilation of substantive information on developments at the national level and on progress made in the implementation of the ILO's country strategies. Secondly, in close collaboration with the regional major programmes, major programme 200 (Programming and management), major programme 170 (Financial and Central Administrative Services), and programme 120.4 (Computer services), an Office-wide management information system will be developed to support the new distribution of functions in relation to the management of technical cooperation through the optimal use of advances in modern computer and communications technology. Thirdly, the early warning system for the identification of problems in rates of delivery and overall performance of projects and programmes will be redesigned to meet the new responsibilities of the field structure in the management of technical cooperation. The Office-wide information system will produce the data on the operational programme and its geographical and technical components required for documents for the Governing Body, UN bodies and other development partners.

150.15. A training programme, tailored to the specific needs of ILO staff and constituents, will be carried out on the promotion, delivery and policy aspects of technical cooperation. A training methodology will be developed in cooperation with the Turin Centre and the training programme will be coordinated with the activities which are being developed by the Turin Centre for the training of United Nations and national staff in the modalities of development cooperation.

Promotion of operational activities

150.16. The objective of this subprogramme is to mobilize extra-budgetary resources for ILO operational activities. The work of the subprogramme includes engaging in consultations and negotiations and undertaking monitoring and reporting functions in relation to operational activities carried out under trust funds, including multi-bilateral sources (funding and development agencies) and the EEC. Other funding sources include Arab funds and the direct trust funds of recipient countries. Another objective of the subprogramme is to assist member States, at their request, to obtain financing from the World Bank and regional development banks and to help them with the design and implementation of technical assistance components of loans and credits in areas of concern to the ILO.

150.17. A strategy of diversifying the financing of assistance programmes to member States and constituents will be pursued. It is becoming increasingly important to obtain financing from a broad range of sources for projects in the ILO fields of competence. In the biennium 1994-95, intensified briefing, training and advice will be provided in order to support the assumption of greater responsibility by the field structure, particularly in the preparation and appraisal of project ideas and documents, and the implementation of projects. Advice will be provided on establishing collaboration with country-level bilateral programmes. Emphasis will also be placed on establishing longer-term programme-based collaboration with multi-bilateral donors, focusing on particular priority themes such as occupational safety and health, the elimination of child labour, the promotion of international labour standards, employment promotion and the integration of social objectives into structural adjustment policies. In collaborating with these donors especial importance will be given to programmes to strengthen employers' and workers' organizations and to promote tripartism. The subprogramme is responsible for undertaking regular policy and programme reviews with donor organizations, negotiating the financing of programmes and projects within established policy parameters and monitoring the delivery and quality of project implementation. Its work also includes keeping the Office informed of developments in the aid policies of donor organizations and engaging them in a policy dialogue with a view to promoting ILO objectives in their bilateral programmes.

150.18. The subprogramme's activities include monitoring the operations of international and regional financial institutions, and coordinating, preparing and negotiating ILO involvement at the various stages of the investment project cycle. However, the regional major programmes, the Regional Office in Abidjan, and the ILO offices in Manila and Washington, with support and guidance from this programme, will assume greater responsibility for liaison with the World Bank and the regional development banks. The ILO's collaboration with these institutions is assuming greater importance in view of the increasingly active role which they are playing in the formulation of global, regional and sectoral development policies. Assistance will also continue to be provided to member States on the implementation of technical assistance components of loan projects which relate to the ILO's mandate. In such cases, the subprogramme takes the lead in the preparation of proposals, which involves intensive coordination and teamwork with a broad range of major programmes at headquarters and in the field on legal, financial, technical, personnel and equipment-related questions, as well as negotiations with borrower governments.

Cooperation with the World Food Programme, the World Food Council and the International Fund for Agricultural Development

150.19. The social impact and sustainability of food-related development activities will be enhanced through effective collaboration with the World Food Programme (WFP) and similar organizations. The WFP is a funding agency which uses food as an aid resource in order to help governments to implement their own schemes for economic and social development. It calls upon the ILO (among other UN specialized agencies) for technical support in the design, implementation and evaluation of its country aid programmes, and its food-for-work, food-for-training and cooperative development activities. The ILO therefore contributes to the progressive enhancement of the social impact and sustainability of WFP-assisted projects.

150.20. The ILO contribution consists of making comments and observations on draft project documents and participating in WFP evaluation missions at all stages of the project cycle. ILO representatives attend the meetings of WFP committees and advise the WFP, donors and beneficiary governments on the international labour standards and ILO policy concerns which are relevant to WFP-assisted activities. In order to strengthen its collaboration with the WFP, studies will be undertaken with a view to developing an ILO strategy on the utilization of food aid in the fight against poverty. Specific ILO components in food aid programmes will also be developed in order to promote ILO concerns and interests. The subprogramme is also responsible for liaising with the World Food Council (WFC) and the International Fund for Agricultural Development (IFAD), as well as the United Nations High Commissioner for Refugees (UNHCR), the United Nations Disaster Relief Coordinator (UNDRO), and various country-specific UN relief operations, with a view to promoting a coherent approach on food- and poverty-related issues.

150.21. In view of the interdisciplinary nature of the food issue, the work of this subprogramme is closely related to the activities of the technical and regional major programmes in relation to food policies and programmes. Several of the technical major programmes contribute to the appraisal of WFP-assisted project proposals. Extra-budgetary resources of the order of some $1.44 million to finance ILO food-related activities are expected to be provided by the WFP in accordance with existing agreements.

150.3. Equipment procurement and subcontracting

REGULAR BUDGET	-
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	16/00
GENERAL SERVICE WORK-YEARS	24/00
NON-STAFF COSTS	$187,244
TOTAL, EXCLUDING TECHNICAL COOP.	**$3,839,372**
TECHNICAL COOPERATION	-

150.22. The objective of this programme is to ensure that equipment and subcontracted services in support of the ILO's technical cooperation programme are procured and delivered in a rapid and cost-effective manner. Emphasis will be placed on involving staff in ILO field offices and projects in the procurement of equipment, services and work directly in the country of assignment or in the region. The ILO also participates in the activities of the Inter-Agency Procurement Services Unit (IAPSU) in order to ensure that programme activities keep pace with United Nations procurement policies and practices. Close cooperation will be maintained with the Turin Centre in order to assist in conducting training courses in equipment procurement management for nationals from recipient countries and for ILO field staff.

150.23. The programme is financed entirely from Programme support income. The total resources available to the programme in the biennium 1994-95 will be 16/00 Professional and 24/00 General Service work-years, in addition to $187,244 in non-staff resources covering missions, the training of ILO field staff, the monitoring of field procurement operations, and the development and operation of computer systems. This amounts to a decrease in real terms of $513,219 in comparison with the biennium 1992-93. This significant decrease in resources, the need to adjust to the changing environment of operational activities and the delegated authority of a number of equipment procurement services imply that the presentation of this programme can be simplified. Thus the former Development of procurement competence and the Documentation and dissemination of information subprogrammes are suppressed.

Equipment procurement

150.24. This subprogramme is responsible for: the screening of equipment requests; the identification of new sources of supply, particularly in developing countries and major underutilized donor countries; the maintenance of registers of firms and products; tendering, in accordance with recognized guidelines; the evaluation of bids; the placement of purchase orders; the monitoring of delivery; arrangements for the pre-shipment inspection, transportation, insurance and handling of equipment; the monitoring of installation and commissioning; the administration of insurance claims; the certification of invoices for payment; relations with the international business community and recipient governments; and the provision of advice to project staff and representatives of supplying firms on equipment requirements. Estimated project expenditure in 1994-95 under this subprogramme is expected to decline because of the increased national execution of projects and the transfer of administrative authority to field offices for certain categories of purchases.

Subcontracting of services and works

150.25. This subprogramme covers the administrative and contractual aspects of the subcontracting of services and work from local or international consulting and construction firms or institutions. The activities of the subprogramme include technical responsibility for subcontracts involving the construction of physical facilities. In recent years, subcontracting has been gaining momentum as a cost-effective method of implementing components of technical cooperation projects and making use of the resources and capabilities available in developing countries.

Programme management and support

150.26. This subprogramme covers the management of the programme, as well as its secretarial and administrative support. It is also responsible for: liaison on procurement policy issues with UN organizations and other aid agencies and ILO constituents; the progressive development of effective procurement policies, procedures and practices; and the identification and resolution of major legal and contractual problems. Data on procurement activities will continue to be provided to ILO headquarters, field offices and multidisciplinary teams, as well as to ILO constituents and United Nations organizations.

Major Programme 150. Development Cooperation

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
150.1. DEPARTMENTAL MANAGEMENT										
DEPARTMENTAL MANAGEMENT	2/00	2/00	444,528	37,262	481,790	-	-	-	-	-
1994-95 TOTALS	**2/00**	**2/00**	**444,528**	**37,262**	**481,790**	**-**	**-**	**-**	**-**	**-**
1992-93 TOTALS	**2/00**	**2/00**	**444,528**	**37,262**	**481,790**	**-**	**-**	**-**	**-**	**-**
150.2. PROMOTION OF COOPERATION										
POLICY AND PROGRAMME DEVELOPMENT	4/00	-	494,064	-	494,064	-	-	-	-	-
PROMOTION OF OPERATIONAL ACTIVITIES	1/00	-	123,516	-	123,516	-	-	-	-	-
COOPERATION WITH THE WORLD FOOD PROGRAMME, WFC AND IFAD	-	-	-	-	-	-	-	-	1,440,000	1,440,000
TECHNICAL COOPERATION	-	-	-	682,400	682,400	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	2/00	386,688	27,942	414,630	15/00	15/00	2,900,160	172,830	3,072,990
1994-95 TOTALS	**7/00**	**2/00**	**1,004,268**	**710,342**	**1,714,610**	**15/00**	**15/00**	**2,900,160**	**1,612,830**	**4,512,990**
1992-93 TOTALS	**7/00**	**3/00**	**1,074,096**	**967,801**	**2,041,897**	**15/00**	**17/00**	**3,099,816**	**1,409,028**	**4,508,844**

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
150.3. EQUIPMENT PROCUREMENT AND SUBCONTRACTING										
EQUIPMENT PROCUREMENT AND SUBCONTRACTING	-	-	-	-	-	16/00	24/00	3,652,128	187,244	3,839,372
1994-95 TOTALS	**-**	**-**	**-**	**-**	**-**	**16/00**	**24/00**	**3,652,128**	**187,244**	**3,839,372**
1992-93 TOTALS	**-**	**-**	**-**	**-**	**-**	**20/00**	**26/00**	**4,285,848**	**66,743**	**4,352,591**

Major programme 160. Personnel

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFESSIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
160.10	DEPARTMENTAL MANAGEMENT	4/00	4/00	831,216	118,965	950,181
160.20	PERSONNEL PLANNING AND CAREER DEVELOPMENT	17/00	25/00	4,126,147	1,294,736	5,420,883
160.30	PERSONNEL ADMINISTRATION	16/05	22/10	3,644,087	164,610	3,808,697
160.40	TECHNICAL COOPERATION PERSONNEL SERVICES	-	-	-	-	-
160.50	PERSONNEL INFORMATION MANAGEMENT	6/00	11/00	1,574,204	604,692	2,178,896
1994-95	**TOTALS**					
	REGULAR BUDGET	43/05	62/10	10,175,654	2,183,003	12,358,657
	OTHER SOURCES	12/03	45/03	4,751,446	953,650	5,705,096
1992-93	**TOTALS**					
	REGULAR BUDGET	42/05	60/05	9,810,142	1,502,061	11,312,203
	OTHER SOURCES	13/07	48/01	5,050,878	577,961	5,628,839

160.1. This major programme provides for the planning, formulation and administration of personnel policies and procedures for the staff of the Office.

160.2. The aims of the major programme are to ensure that: the Office is staffed in a timely manner with the most competent officials possible, taking into account the need to achieve balanced geographical, age and sex distribution in recruitment; staff members are able to adjust to the changes brought about by new orientations of ILO programmes and new methods of work; the personnel practices and policies of the Office are fair and equitable, adhere to the established standards and procedures set out in the Staff Regulations and are in accordance with agreements reached within the UN common system; personnel entitlements and benefits are managed and disbursed in accordance with the regulations in force and with all due dispatch; ILO constituents as well as ILO management and staff are kept informed of developments in personnel policies and practices; and that the most efficient and effective methods of work and personnel administration are followed.

160.3. The continuing activities of the major programme are: prospection, selection, recruitment and placement of staff, including technical cooperation personnel; manpower planning and career development; administration of the rules and regulations governing terms and conditions of employment; advisory services to line management and individual officials on personnel questions; development of personnel policy and its coordination within the United Nations family of organizations to meet the ILO's changing needs; the conduct of staff-management relations, including consultations and negotiations with staff representatives and communication with the staff at large; the development and operation of job classification systems and appeals procedures; salary administration; the administration of allowances and other entitlements; staff training and development; staff welfare and counselling services: monitoring of the application of personnel policy; the development and administration of staff social security schemes, including health, retirement, and group life plans; and personnel services relating to technical cooperation project implementation.

160.4. By streamlining certain functions, consolidating management tasks in the administration of salaries, entitlements and other staff benefits and reducing non-essential tasks, it will be possible to place greater emphasis on certain priority areas. The most significant change will be in the area of human resource development and career planning. Under the new approach, an integrated service will deal with staff movements, which will facilitate the linking of career paths to changes in programme requirements and job content. Greater emphasis will be placed on the assessment of individual training needs. In this context, the capacity of the Office to review organizational effectiveness will be enhanced by increased coordination between this major programme and major programme 200 (Programming and management) in the monitoring of structural changes and related modifications of job descriptions. Measures to facilitate the mobility of the staff, including related counselling services and training programmes, form an integral part of the new approach. Administrative work on staff movements will be undertaken almost exclusively by General Service staff, thereby enabling Professional staff to devote the necessary time to the analysis and assessments required for effective career planning.

160.5. A second area of change is the increased emphasis which will be placed on the dissemination of information to staff members and field offices. An information focal point will be established for all matters concerning personnel movements, staff regulations and procedures. This is intended to improve the access of staff members to advice, while coordinating activities which were previously dispersed. Resources are provided under several subprogrammes, especially those dealing with entitlements and benefits, for the production of information brochures and guidelines. Resources are increased for staff welfare and counselling and career planning in order to facilitate adjustments by staff members and their families. Field offices will be provided with information materials and will be assisted in their personnel and administrative functions by the organization of workshops bringing together staff from headquarters and the field. The third area of emphasis concerns improved prospection and recruitment procedures and practices. The measures adopted in the biennium 1992-93 to set targets for, and monitor progress in, the recruitment of women, young officials and nationals from under-represented countries will be reinforced. The integration of career planning, job evaluation and recruitment activities will ensure that line managers receive more assistance in designing jobs at the entry level for young Professional category staff. The training programme will continue to provide courses in languages, office automation and managerial skills. Emphasis will be placed on individual training programmes to improve and update the skills of the staff, and particularly those returning from, or preparing for, field assignments.

160.6. In order to make these changes within the available resources, considerable efforts will be made to streamline activities and improve productivity. For example, the management of entitlements and benefits will be consolidated. The management of personnel policy will be coordinated more closely among the programme managers within the major programme. Recourse will be had to a greater extent than in the past to outside expertise in order to advise on new policies and initiate new approaches in all areas of human resources development. Measures to simplify job classification procedures were introduced in the biennium 1992-93 and will release resources for new career development activities in the biennium 1994-95. Working methods in all programmes will be adjusted with a view to centralizing functions which were previously dispersed and more efficient procedures will be introduced for the handling of inquiries. A sample checking approach will be adopted wherever possible in relation to entitlements and benefits, instead of a full verification approach.

160.7. The implementation of changes and the development of personnel policies will continue to involve the close participation of staff representatives. Emphasis will continue to be placed on maintaining good staff-management relations. Participation in the common system bodies will be maintained.

160.8. The Personnel Information System (PERSIS) was launched in 1992-93 with the preparation of the basic human resource module dealing with recruitment and staff movements, which will be implemented in 1994-95. Modules on entitlements and payroll will be prepared and introduced in the period 1994-97. The introduction of PERSIS will lead to significant changes in the operation of all personnel functions and will improve their efficiency and effectiveness through the use of modern computer technology.

160.9. The presentation of this major programme has been reorganized. The activities previously covered by the personnel development, personnel policy and staff benefits programmes have been consolidated into the following two programmes: programme 160.2, (Personnel planning and career development), which covers recruitment, human resources development and career planning (including the grading activities previously covered by the personnel policy programme), personnel movements and training; and new programme 160.3 (Personnel administration), which is composed of the following subprogrammes: Staff relations and regulations, Entitlements and salaries, Pensions and Health insurance. The functions of expert recruitment and the administration of expert contracts for technical cooperation project implementation, which used to be covered by major programme 150 (Development cooperation), have been transferred to this major programme. These functions have been carried out in close cooperation with this major programme in the past, and the transfer will facilitate the implementation of a coherent and unified personnel policy throughout the Office. This is particularly important in view of the renewed emphasis placed on staff mobility between headquarters and the field, the establishment of the multidisciplinary teams and the assimilation of RBTC-funded staff with other personnel covered by the regular budget. These activities will be covered by programme 160.4 (Technical cooperation personnel services).

160.10. The above reorganization has led to the consolidation of a number of functions and positions and permitted a redistribution of resources which better reflects the new emphases of this major programme. There is an increase of some $1,046,000 in regular budget resources, consisting of some $780,000 for the implementation of the major module of the Personnel Information System (PERSIS); and 2.00 Professional work-years for the analysis of complaints under article 13 of the Staff Regulations. Other new elements in the major programme are: 2.00 General Service work-years for administrative and secretarial support of the staff welfare officer, an increase in resources amounting to some $116,000 for the planning and implementation of staff training, and increases in the non-staff resources for external assistance with personnel policy work and better dissemination of information on personnel matters to all staff, including field offices. The additional cost of these new elements has been partially offset by savings ($260,000) which have been made possible through the reorganization of the major programme as a whole. There is a reduction of some $600,000 in Programme Support Income under this major programme as a result of the anticipated lower delivery of technical cooperation, which should lead to a reduction in workload.

160.1. Departmental management

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	4/00
GENERAL SERVICE WORK-YEARS	4/00
NON-STAFF COSTS	$118,965
TOTAL	**$950,181**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	-
GENERAL SERVICE WORK-YEARS	1/00
NON-STAFF COSTS	-
TOTAL, EXCLUDING TECHNICAL COOP.	**$90,406**
TECHNICAL COOPERATION	-

160.11. The staff resources provided under this programme cover the director of the department, the staff counsellor and secretarial and clerical assistance. The non-staff resources cover staff travel, the ILO contribution to the United Nations Joint Housing Service in Geneva, and an amount of $26,140 for staff welfare and social and recreational activities. Additional resources have been provided to cover clerical and administrative assistance for the staff counsellor. The demands on the time of the staff counsellor have increased considerably, due in part to the increased mobility of staff and to the need to disseminate information on family, community and welfare issues to staff members in a more systematic manner. Resources are also included for external expertise in the field of human resources development to assist in the formulation of new policy approaches and the monitoring and evaluation systems.

160.2. Personnel planning and career development

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	17/00
GENERAL SERVICE WORK-YEARS	25/00
NON-STAFF COSTS	$1,294,736
TOTAL	**$5,420,883**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	-
GENERAL SERVICE WORK-YEARS	-
NON-STAFF COSTS	$860,000
TOTAL, EXCLUDING TECHNICAL COOP.	**$860,000**
TECHNICAL COOPERATION	-

160.12. The objective of this programme is to ensure that staff of the highest standards of professional competence, efficiency and integrity are placed at the disposal of the ILO and its constituents. Emphasis will be given in the biennium 1994-95 to the efficient and effective implementation and monitoring of the staff mobility policy as well as the promotion of individual career development.

160.13. The activities of the programme include: the prospection and recruitment of staff; human resources and career planning, including the classification of jobs; the administration of personnel movements including the management of contracts, transfers, promotions and partial replacements for absences on maternity leave; and staff training and development.

Staff recruitment

160.14. Within the context of the objectives of the programme, emphasis will be placed on: increasing efficiency in the recruitment of high-quality staff; rejuvenating the ILO Professional staff; enhancing the situation of women within the Professional staff; and improving the geographical distribution among newly recruited Professional staff.

160.15. A more proactive approach to the prospection of external candidates in relation to age, sex and geographical distribution will be pursued. Resources are provided for prospection missions, advertising certain vacancies in professional journals, organizing written tests wherever appropriate, and interviewing short-listed candidates either at headquarters or the nearest ILO office.

Human resources and career planning

160.16. The main objective of this subprogramme is to establish and develop a modern manpower and career planning system to support the staff mobility and career development policies. The job grading activities previously covered by the former Personnel policy programme are now included under this subprogramme. The objective of the grading activities continues to be the operation of an equitable system for the evaluation and grading of jobs. The activities have been merged in order to create closer links between career planning on the one hand and programme development, job design and organizational effectiveness on the other.

160.17. The staff mobility policy was reinforced in 1992. With a view to implementing this policy, emphasis will be placed on improving the coherence of programme and staffing needs, undertaking staff planning reviews and monitoring more effectively the potential of ILO staff members, in close collaboration with line managers and in consultation with staff members. The assessment of staff training needs and the provision of counselling will be an integral part of the subprogramme and will be the basis of the new approach to career planning in the Office. This work will be carried out in close collaboration with major programme 200 (Programming and management) and with the other major programmes.

160.18. The activities of the subprogramme will also include: the development of job classification policies and procedures for all categories of the staff; the grading of Professional and higher category jobs worldwide and General Service jobs at headquarters; advising management on job design; and servicing the grading appeals committees. Provision is also made for ILO representation in one meeting each year of the CCAQ inter-agency Subcommittee on Job Classification. Continuing progress has been made towards streamlining the grading decision and appeals procedures, thereby allowing resources to be gradually shifted from grading reviews of individual jobs to the design and initiation of a programme of prospective analysis. This involves determining the highest potential grade level for the most common positions of the ILO's occupational groups; entry level and career progression levels will then be created for these positions to assist management to adjust to programme demands, enhance the career development of ILO staff and increase flexibility in the application of the mobility policy between headquarters and the field. Once these changes have been implemented, the workload of the officials responsible for job classification should be lightened and it will be possible to redeploy resources gradually towards career development activities. External expertise will be required to assist in the establishment of the new procedures and to advise on specific issues.

Personnel movement

160.19. The activities of this subprogramme are to administer and provide advisory services on personnel movement matters. The priority of the subprogramme will be to achieve this as efficiently and effectively as possible, by clearly separating the two activities so that the senior staff are able to concentrate fully on the career planning and staff counselling tasks.

160.20. The activities of the subprogramme include: servicing the Selection Board; briefing new staff members; administering and monitoring all short- and fixed-term contracts, and contracts without limit of time; determining contractual and other administrative entitlements arising from employment offers; making separation arrangements for departing staff members; interpreting the Staff Regulations and Short-Term Rules; advising on the handling of grievances and cases of conflicts, poor performance or conduct; and administering merit and long-service increment schemes. A new activity under this subprogramme will be to respond to inquiries on personnel movement and career issues. This activity will be coordinated with the work of administering the staff regulations under programmme 160.3 (Personnel administration).

160.21. A provision of some $174,000 is included to finance the partial replacement of officials who become entitled to maternity leave. A provision of some $72,000 is also made under this subprogramme for medical examinations of candidates selected for recruitment.

Staff training

160.22. The objective of this subprogramme is to enhance the competence and expertise of staff members within the framework of the changing working environment of the ILO. The functions covered by the subprogramme include: the organization of group training courses; the provision of advice and financial assistance for individual training; the administration of the Staff Training Centre; the servicing of the Joint Staff Training Committee; and the coordination of ILO staff training activities with those of other international organizations. These activites will be carried out in collaboration with the Human resources and career planning subprogramme.

160.23. Resources have also been included to initiate a training programme to improve or update the skills of individual staff members. These programmes may include work in private sector enterprises, with employers' and workers' organizations or in research centres. These resources will be supplemented by financing from the other major programmes and from staff members, as necessary. As regards language training, while regular courses will continue to be given on ILO premises in English, French and Spanish, greater emphasis will be placed on supporting staff mobility through individual immersion courses. Courses in office automation, in particular for word processing and other personal computer programmes, will remain an important feature of staff training in the biennium 1994-95.

160.3. Personnel administration

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	16/05
GENERAL SERVICE WORK-YEARS	22/10
NON-STAFF COSTS	$164,610
TOTAL	**$3,808,697**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	0/11
GENERAL SERVICE WORK-YEARS	18/06
NON-STAFF COSTS	$4,050
TOTAL, EXCLUDING TECHNICAL COOP.	**$1,434,238**
TECHNICAL COOPERATION	-

160.24. This programme is responsible for the formulation and implementation of policies relating to staff emoluments, entitlements and benefits and for ensuring that these are consistent with the rules and regulations of the ILO and of the UN common system. This programme comprises the former staff benefits and personnel policy programmes.

160.25. The activities of the programme include: servicing the Administrative Committee, the ILO Staff Pension Committee, the ILO Staff Pensions Fund, the Staff Health Insurance Fund Management Committee; and liaison with the UN common system committees, the ICSC and the United Nations Joint

Staff Pensions Fund (UNJSPB). The principal objectives of this programme are the: provision of salaries, entitlements and benefits in an efficient and timely manner, including the introduction of streamlined procedures when feasible, in accordance with established rules and regulations; and the maintenance of harmonious staff-management relations, particularly through consultations and negotiations with staff representatives, communications with ILO management and staff, and the provision of effective internal grievance and appeals mechanisms.

Staff relations and regulations

160.26. The objectives of this subprogramme are: to develop, implement and review personnel policies and procedures, including those relating only to the ILO and others flowing from ILO membership of the UN common system; to ensure equitable treatment of all staff; to maintain good staff-management relations; and to maintain communication with the staff at large. This requires consultations with programme managers, external offices and staff representatives (including FICSA) and representing the ILO in the ICSC, CCAQ, and JIU within the common system, and in meetings of Geneva-based organizations to develop common approaches on matters of local concern. Assistance is provided to line managers at headquarters and in the field and to individual staff members concerning the implementation of new policies, rules and procedures through the publication of rules, memoranda and newsletters, the revision of the External Offices Manual and the organization of training and briefing programmes. The work of the subprogramme includes the administration of internal grievance appeals procedures and servicing the Administrative Committee.

160.27. The activities of the subprogramme also include assisting in the implementation of policies such as: the merit award system; staff mobility and improved conditions for staff serving in the field; and policies on the conditions of employment of national experts and of non-core staff, including monitoring the use of special short-term and external collaboration contracts. Efforts will continue to be made to maintain good staff-management relations within the ILO both through established formal procedures, such as the Administrative Committee, and through frequent informal consultations with staff representatives and management. Means of improving and speeding up the internal recourse machinery will be sought and a series of information leaflets briefly summarizing and explaining the more complex entitlements will be prepared and made available to staff members.

160.28. In order to improve the analysis and handling of formal complaints under article 13 of the Staff Regulations, a lawyer will be assigned to this subprogramme. The potential savings to the Office are significant in terms of reducing the number of cases before the Administrative Tribunal (and the considerable preparatory work which these entail) and improved preparation of cases when they are unavoidable. However, major programme 190 (Legal services) will retain overall responsibility for the legal position of the Office.

Entitlements and salaries

160.29. The functions of this subprogramme are: to provide advice and assistance to personnel officers and programme managers, in difficult or contentious cases, on the implementation of personnel policies, rules and procedures; to monitor the correct application of these rules and procedures; to administer the salary and allowances systems for all staff; and to administer a series of statutory entitlements and allowances, including family allowances, education grants, scholastic travel grants and rental subsidies. Common system salaries and allowances are developed through participation in the ICSC and CCAQ, and other rates and benefits are determined in consultation with other Geneva-based organizations or separately in the ILO. Further measures will be taken to streamline the administration of education grants and rental subsidies through greater automation and better communications with field offices. Resources are also provided for the preparation of information materials such as brochures for staff members and guidelines for field offices.

Pensions

160.30. The subprogramme covers the administration of the pensions and related schemes established for ILO staff, and the servicing of the administrative bodies responsible for these schemes. These include the United Nations Joint Staff Pension Fund (UNJSPF), the ILO Staff Pensions Fund, the Special Payments Fund (SPF) and related commercial schemes. The activities of the subprogramme include: the determination of entitlements under Annex II of the Staff Regulations and related provisions governing compensation in respect of service-incurred illness, injury or death; the administration of the personal accident insurance policy for staff members; the administration of voluntary group life and disability insurance of staff members; and the organization of a comprehensive insurance policy for national experts. Substantial efforts are being made to control costs through the revision of procedures and increased computerization.

160.31. The amendments to the UN pension scheme, in particular those relating to the pension adjustment system introduced in April 1992, have increased the complexity of the scheme and the work involved in administering it. A comprehensive review of the pensionable remuneration and the pensions of General Service and assimilated categories of staff is currently under consideration within the common system. Resources are also provided for the preparation of information materials such as brochures for staff members and guidelines for field offices.

160.32. Included among the non-staff costs is a provision to cover the participation by an ILO tripartite delegation (one representative each of the Governing Body, the Director-General and the staff as well as, where appropriate, the ILO Pension Committee Secretary) at meetings of the United Nations Joint Staff Pension Board (UNJSPB), in addition to the costs incurred for meetings of the Administrative Board of the ILO Staff Pensions Fund. Although the UNJSPB is statutorily required to meet every two years, past experience has demonstrated that provision also needs to be made for a meeting in the odd years of either an extraordinary session of the UNJSPB or its Standing Subcommittee.

Health insurance

160.33. This subprogramme covers all operations related to the establishment of entitlements, the computation and award of benefits under the ILO/ITU Staff Health Insurance Fund (SHIF) and the health insurance and loss-of-earnings scheme for short-term officials. In addition, the work of the subprogramme includes: servicing the Management Committee and the Standing Subcommittee of SHIF; dealing with special cases which require exceptions to SHIF Regulations; and undertaking negotiations with commercial insurers where appropriate.

160.34. The Staff Health Insurance Fund (SHIF) has experienced significant cost increases over recent years. Tighter control of income and expenditure will therefore be exercised and the programme of negotiations with medical care providers, which was initiated in the biennium 1992-93, will be pursued. These measures will be developed gradually in cooperation with other Geneva-based organizations. An actuarial review will also be undertaken of the system, using in-house expertise. In addition, the introduction of simplified procedures will help cope with the work involved. Provision is also made for the production of information materials for staff members and field offices.

160.4. Technical cooperation personnel services

REGULAR BUDGET	-
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	11/04
GENERAL SERVICE WORK-YEARS	21/04
NON-STAFF COSTS	$89,600
TOTAL, EXCLUDING TECHNICAL COOP.	**$2,979,112**
TECHNICAL COOPERATION	-

160.35. This programme, which is totally financed from Programme Support Income, covers the full range of personnel services relating to technical cooperation project implementation, from prospection, recruitment, briefing and placement to the separation, debriefing and repatriation of experts and associate experts. Its activities include dealing with policy matters concerning the recruitment and service conditions of national experts and systematically overseeing and guiding the practical implementation and administration of those conditions. Finally, regulations and practical measures designed to ensure the safety and security of ILO personnel stationed in the field are monitored and administered in close collaboration with the UN Security Coordinator, New York. The factors which will affect the activities of the programme during the biennium 1994-95 include: the transfer of technical cooperation support activities to the field; changes in the size and content of project delivery in the context of the transition to national execution; and the progress attained in the development of the Personnel Information System (PERSIS). The workload of the programme during the biennium 1994-95 is therefore likely to decrease. It is estimated that this will permit a reduction of 1/02 Professional and 7/04 General Service work-years in the biennium 1994-95. The work of the programme will be carried out in close collaboration with major programmes 150 (Development cooperation), 170 (Financial and central administrative services) and the other technical and regional major programmes.

Recruitment and administration of experts

160.36. This subprogramme is responsible for the effective and timely execution of all personnel functions relating to the assignment of experts and associate experts, including prospection, selection, recruitment, extension, transfer, termination, repatriation, briefing and debriefing, and the administration of contractual rights, entitlements and obligations. The activities of the subprogramme include the provision of policy guidance to the field in matters concerning the employment and administration of national experts and local project staff, and constantly monitoring trends in the service conditions of both categories of personnel. They also cover operation of the computer-based personnel records system (PASREC) which, among other functions, serves to monitor the progress of recruitment. Close collaboration is maintained with recruitment services in other international organizations, relevant management consultancy agencies in individual countries, national recruitment services, associate expert donor countries and UNDP offices in the field. The average number of experts and associate experts in service per month was 676 in 1990 and 647 in 1991. While exact figures on the recruitment of national experts are not available, their numbers have progressively increased in recent years and this trend is likely to be accentuated with the renewed emphasis placed by UNDP on government execution of technical cooperation projects. There will therefore probably be a reduction in the recruitment and administration of international experts by this subprogramme during the biennium. Functions relating to the extension of the contracts of experts financed from sources other than UNDP (such as trust funds, multi-bilateral sources, UNFPA and RBTC) may also be decentralized to the field if a suitable mechanism can be established through which field offices can promptly obtain financial clearance.

Recruitment planning and monitoring

160.37. The activities of this subprogramme include: the forecasting of expert manpower requirements in the light of perceived or known trends in technical cooperation activities; the receipt, registration and screening of job applications; the preparation and placement of advertisements for vacant posts and the processing of replies; the organization of specific candidate prospection exercises; the preparation, publication and dissemination of the monthly "List of Vacancies in Technical Cooperation Projects" and "List of Staff serving under the ILO Technical Cooperation Programme"; the preparation, publication and dissemination of the periodic "List of National Professional Project Personnel"; and the maintenance of the computerized expert candidature roster (PASCAN) and the recruitment records system (PASREC). Performance in prospection and recruitment activities is monitored and analysed through the collection of statistics on vacant posts, recruitments, terminations, and the geographical and sex distribution of candidates on the roster and experts in service. There will be a reduction in the work of the subprogramme as a result of changes in the PASCAN and PASREC database system, which will permit greater decentralization of functions related to the recruitment of experts.

160.5. Personnel information management

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	6/00
GENERAL SERVICE WORK-YEARS	11/00
NON-STAFF COSTS	$604,692
TOTAL	**$2,178,896**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	-
GENERAL SERVICE WORK-YEARS	4/05
NON-STAFF COSTS	-
TOTAL, EXCLUDING TECHNICAL COOP.	**$341,340**
TECHNICAL COOPERATION	-

160.38. The major function of this programme is to provide clear, accurate, complete and up-to-date personnel information to the internal and external sources which require it. The development and implementation of the Personnel Information System (PERSIS) and the management of the Office's manual and computerized personnel information records comprise the majority of the work of the programme. Resources cover the management of the programme and the implementation of PERSIS, as well as secretarial support.

Personnel Information System (PERSIS)

160.39. The introduction of the PERSIS system will substantially improve the efficiency and effectiveness of the ILO's personnel and payroll management and administration through the use of modern computer technology. This system will: greatly facilitate the administrative aspects of staff recruitment and mobility; automatically manage eligibility to, and calculations of, staff entitlements; and lead to an optimization of personnel and payroll work processes.

160.40. All preliminary steps planned for the 1992-93 biennium have been completed as planned. The evaluation of various commercial and United Nations software has also been completed and the recommended alternative (use of the UN Secretariat's Integrated Management Information System – IMIS) has been approved. Three of the system's modules will be implemented in the ILO: basic human resources; entitlements; and payroll. The first and second modules will be introduced in 1994-95 and the third over the biennia 1994-95 and 1996-97.

160.41. Once it is made operational, the PERSIS system will provide automated services in the areas of entitlements, pay, contracts and personnel statistics, as well as on-line access to data to the individuals concerned and to the relevant administrative personnel. The clear and detailed communications provided by PERSIS to staff in these areas will result in much less follow-up being required between administrative personnel and individual staff members. The automation of the work will streamline and accelerate procedures in all these areas.

160.42. The increased provision made for the development of PERSIS will cover: analysts and programmers; technical consultancy; technical and clerical assistance; and a documentation and procedures specialist. The work on the development of PERSIS will be carried out with the support of programme 120.4 (Computer services).

Records

160.43. This subprogramme is responsible for computer input coding for all ILO staff, maintenance of personnel employment history records, and the production of key personnel statistics and documents such as the staff list.

Registry

160.44. The responsibilities of this subprogramme are to: maintain personnel files of serving and former staff members as well as promising candidates for employment, including the staff and candidates for technical cooperation projects; and provide dispatch services for this major programme as a whole.

Major programme 160. Personnel

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
160.1. DEPARTMENTAL MANAGEMENT										
STAFF WELFARE AND COUNSELLING	2/00	2/00	386,688	76,925	463,613	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	2/00	444,528	42,040	486,568	-	1/00	90,406	-	90,406
1994-95 TOTALS	**4/00**	**4/00**	**831,216**	**118,965**	**950,181**	**-**	**1/00**	**90,406**	**-**	**90,406**
1992-93 TOTALS	**4/00**	**2/00**	**691,560**	**98,965**	**790,525**	**-**	**-**	**-**	**-**	**-**
160.2. PERSONNEL PLANNING AND CAREER DEVELOPMENT										
STAFF RECRUITMENT	2/00	3/00	532,841	-	532,841	-	-	-	-	-
HUMAN RESOURCES AND CAREER PLANNING	9/00	7/00	1,630,440	41,400	1,671,840	-	-	-	-	-
PERSONNEL MOVEMENT	4/00	10/00	1,366,694	72,164	1,438,858	-	-	-	-	-
STAFF TRAINING	-	3/00	209,484	1,141,172	1,350,656	-	-	-	860,000	860,000
PROGRAMME MANAGEMENT AND SUPPORT	2/00	2/00	386,688	40,000	426,688	-	-	-	-	-
1994-95 TOTALS	**17/00**	**25/00**	**4,126,147**	**1,294,736**	**5,420,883**	**-**	**-**	**-**	**860,000**	**860,000**
1992-93 TOTALS	**18/00**	**25/03**	**4,237,120**	**1,124,851**	**5,361,971**	**-**	**1/01**	**75,647**	**530,000**	**605,647**
160.3. PERSONNEL ADMINISTRATION										
STAFF RELATIONS AND REGULATIONS	6/00	2/00	880,752	19,000	899,752	-	-	-	-	-
ENTITLEMENTS AND SALARIES	2/00	3/06	501,390	19,000	520,390	-	-	-	-	-
PENSIONS	4/06	7/00	1,050,618	86,610	1,137,228	0/03	-	30,879	-	30,879
HEALTH INSURANCE	1/11	8/04	824,639	8,000	832,639	0/03	4/08	356,743	-	356,743
PROGRAMME MANAGEMENT AND SUPPORT	2/00	2/00	386,688	32,000	418,688	0/05	13/10	1,042,566	4,050	1,046,616
1994-95 TOTALS	**16/05**	**22/10**	**3,644,087**	**164,610**	**3,808,697**	**0/11**	**18/06**	**1,430,188**	**4,050**	**1,434,238**
1992-93 TOTALS	**16/05**	**22/06**	**3,608,811**	**155,135**	**3,763,946**	**1/01**	**13/00**	**1,045,129**	**342**	**1,045,471**
160.4. TECHNICAL COOPERATION PERSONNEL SERVICES										
RECRUITMENT AND ADMINISTRATION OF EXPERTS	-	-	-	-	-	7/04	15/04	1,976,480	-	1,976,480
RECRUITMENT PLANNING AND MONITORING	-	-	-	-	-	2/00	4/00	526,344	-	526,344
PROGRAMME MANAGEMENT AND SUPPORT	-	-	-	-	-	2/00	2/00	386,688	89,600	476,288
1994-95 TOTALS	**-**	**-**	**-**	**-**	**-**	**11/04**	**21/04**	**2,889,512**	**89,600**	**2,979,112**
1992-93 TOTALS	**-**	**-**	**-**	**-**	**-**	**12/06**	**28/08**	**3,557,686**	**47,619**	**3,605,305**
160.5. PERSONNEL INFORMATION MANAGEMENT										
PERSONNEL INFORMATION MANAGEMENT	5/00	4/04	925,168	604,692	1,529,860	-	-	-	-	-
RECORDS	-	2/04	182,932	-	182,932	-	-	-	-	-
REGISTRY	-	4/04	342,588	-	342,588	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	1/00	-	123,516	-	123,516	-	4/05	341,340	-	341,340
1994-95 TOTALS	**6/00**	**11/00**	**1,574,204**	**604,692**	**2,178,896**	**-**	**4/05**	**341,340**	**-**	**341,340**
1992-93 TOTALS	**4/00**	**10/08**	**1,272,651**	**123,110**	**1,395,761**	**-**	**5/04**	**372,416**	**-**	**372,416**

Major Programme 170. Financial and Central Administrative Services

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFES-SIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RE-SOURCES
170.10	DEPARTMENTAL MANAGEMENT	4/00	4/00	901,890	12,530	914,420
170.20	BUDGET AND FINANCE	16/00	55/06	6,197,321	115,000	6,312,321
170.30	TREASURY AND INVESTMENTS	10/00	21/08	2,777,120	59,975	2,837,095
170.40	INTERNAL ADMINISTRATION	14/00	197/05	16,583,891	14,033,860	30,617,751
1994-95	**TOTALS**					
	REGULAR BUDGET	44/00	278/07	26,460.222	14,221,365	40,681,587
	OTHER SOURCES	8/00	37/07	3,616,497	141,435	3,757,932
1992-93	**TOTALS**					
	REGULAR BUDGET	44/00	288/04	26,957,443	14,253,555	41,210,998
	OTHER SOURCES	8/00	40/01	3,790,067	128,190	3,918,257

170.1. The principal functions of this major programme fall under two main headings: the provision of continuing financial and related services in accordance with the requirements of the Financial Regulations of the Organization and Financial Rules of the Office; and the provision of central administrative services. More specifically, the functions of the major programme include the formulation of financial, budgetary and administrative policy, as well as the financial and administrative management of both headquarters and field operations. The central administrative services comprise: headquarters building management and maintenance; internal services; security services; office equipment and supplies; travel services; and records management and communications, as well as policy guidance and control over related activities in the field, with particular attention to questions of office accommodation.

170.2. A key responsibility of this major programme is the preparation of documents on financial and administrative matters for the Governing Body, the Conference and their committees (in particular, the Programme, Financial and Administrative Committee and the Allocations Committee of the Governing Body and the Finance Committee of Government Representatives of the Conference) and the servicing of these committees. Other major tasks include dealing with the financial aspects of the preparation of the Programme and Budget, preparing the Financial Report and Financial Statements for submission through the External Auditor to the Governing Body and the Conference, and establishing the financial policies and procedures of the ILO.

170.3. The major objectives in the biennium 1994-95 will be, firstly, to perform the continuing financial and administrative services as efficiently as possible whilst maintaining acceptable standards of quality and security, and to contribute to increasing efficiency throughout the Office. The second objective will be to seek the best possible protection for the Organization's current financing and assets, including the amounts entrusted to it by UNDP and multi-bilateral and other donors of technical cooperation funds and research grants. A third aim is to provide satisfactory working conditions for the Office and to administer the headquarters building and the Organization's other property in the most effective and economical way. The fourth objective is to transfer responsibility for the budgetary management of technical cooperation projects to ILO field offices, while overall supervision and control will remain the responsibility of this major programme.

170.4. This major programme will continue to be responsible for implementing the system of Swiss franc assessments combined with the forward purchasing of dollars adopted by the 76th Session of the International Labour Conference in response to the long-standing problem of exchange rate fluctuations, and the incentive scheme to encourage the early payment of member States' contributions.

170.5. The resources proposed for this major programme for the biennium 1994-95 show a net decrease of some $529,411 in real terms compared with the biennium 1992-93. This reduction is mainly attributable to the decentralization from headquarters to ILO field offices of the budgetary management of technical cooperation projects and the savings resulting from the decentralization in 1993 of accounting functions for the African region. The decrease in resources financed from other sources reflects the anticipated reduction in delivery and related service and support of UNDP projects, as a result of the new emphasis on programme level activities.

170.1. Departmental management

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	4/00
GENERAL SERVICE WORK-YEARS	4/00
NON-STAFF COSTS	$12,530
TOTAL	**$914,420**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	-
GENERAL SERVICE WORK-YEARS	-
NON-STAFF COSTS	$65,140
TOTAL, EXCLUDING TECHNICAL COOP.	**$69,140**
TECHNICAL COOPERATION	-

170.6. This programme covers the following activities: the formulation of financial, budgetary and administrative policy, including the review of financial regulations, rules and directives and the preparation of relevant documents for consideration by ILO bodies; various aspects of inter-organization coordination and reporting; and the management, coordination and planning of the major programme as a whole. It also covers the preparation and updating of manuals, circulars and other instructions on financial and administrative matters, as well as the External Offices Manual, which has taken on even greater importance and will need to be expanded as a result of the continuing decentralization of financial and administrative functions to ILO external offices.

170.7. The Treasurer and Financial Comptroller is assisted in carrying out his departmental management duties by a policy and planning officer and secretarial and documentalist support. The policy and planning officer also prepares ILO participation in UN inter-agency coordination bodies and the regular ILO submissions to UN intergovernmental bodies, including ACABQ and ACC.

170.2. Budget and finance

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	16/00
GENERAL SERVICE WORK-YEARS	55/06
NON-STAFF COSTS	$115,000
TOTAL	**$6,312,321**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	4/00
GENERAL SERVICE WORK-YEARS	26/04
NON-STAFF COSTS	$27,403
TOTAL, EXCLUDING TECHNICAL COOP.	**$2,360,271**
TECHNICAL COOPERATION	-

170.8. The purpose of this programme is to direct and perform budgetary and payment operations related to the regular budget and to other funds managed by the ILO, including those for externally financed technical cooperation projects. Its main functions are:

a) preparing expenditure and related estimates for the regular programme and budget and preparing and reviewing budgets and expenditure forecasts for programmes financed from extra-budgetary resources;
b) negotiating the financial aspects of agreements with donors of extra-budgetary resources;
c) recording budgetary allocations, screening, calculating and approving proposed headquarters obligations, and recording expenditure and monitoring allocations, obligations and expenditure for headquarters and field projects;
d) examining and approving requests for payments, performing financial operations relating to fellowships and seminars, and preparing and managing payrolls;
e) providing management and policy-making bodies with financial analyses and reports relating to the financial and budgetary aspects of regular budget and extra-budgetary programmes, including the budgetary implications of cost and exchange rate changes;
f) maintaining the accounting records related to the functions listed above; and
g) developing and reviewing accounting policies, standards and systems for the financial services as a whole, both at headquarters and in the field.

170.9. It is planned to further decentralize a number of functions to ILO field offices, including the preparation and revision of the budgets of UNDP-financed projects and the budgetary management of technical cooperation projects. As a result, resources have been reduced under this programme and increased for field offices. New computer systems will be developed in collaboration with programme 120.4 (Computer services), procedure manuals will be produced and staff trained in order to enable field offices to discharge these new functions.

170.10. The financial aspects of the more complex UNDP support cost arrangements introduced in 1992 will increase the workload of the programme. However, some savings in General Service staff resources will be made in 1995 when PERSIS is due to become operational. As a consequence of these changes and the decentralization of budgetary functions to ILO field offices, there is a net reduction of $335,185 in the resources proposed for this programme under the regular budget. This reduction will be made up of a decrease of 2/00 Professional work-years and 4/03 General Service work-years ($543,801), which will be partly offset by additional staff resources at actual cost ($123,516) and non-staff resources amounting to $85,100 ($30,000 for staff training, $20,000 for computer systems development, $5,100 for equipment and $30,000 for travel).

170.3. Treasury and investments

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	10/00
GENERAL SERVICE WORK-YEARS	21/08
NON-STAFF COSTS	$59,975
TOTAL	**$2,837,095**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	2/00
GENERAL SERVICE WORK-YEARS	11/03
NON-STAFF COSTS	$33,894
TOTAL, EXCLUDING TECHNICAL COOP.	**$1,066,491**
TECHNICAL COOPERATION	-

170.11. The overall objectives of this programme in 1994-95 will continue to be to protect and strengthen the bases of financing the Organization's activities and to provide efficient and comprehensive financial accounting and reporting for these activities. These objectives will be met through the:

a) timely collection of member States' assessed contributions and the Organization's other income;

b) development and introduction of effective treasury and investment management and disbursement policies and procedures, both at headquarters and in the field;

c) maintenance of income, expenditure and other general ledger accounts for all funds in the custody of the Director-General;

d) preparation of interim and final financial statements and reports, as well as the preparation of analyses, forecasts and studies for the relevant policy-making and management bodies;

e) processing of field accounts for major programmes 265 (Arab States) and 280 (Europe) and monitoring field accounting work carried out under decentralized arrangements for major programmes 250 (Africa), 260 (Americas) and 270 (Asia and the Pacific); and

f) servicing the Governing Body's Programme, Financial and Administrative Committee and Allocations Committee and the Finance Committee of Government Representatives of the Conference.

170.12. The computerization and streamlining of treasury management and of financial accounting and reporting procedures will be pursued wherever possible. The decentralization of accounting and related functions to field offices will result in a reduction in the volume of the accounting operations, carried out under this programme at headquarters in respect of field activities. However, more intensive analysis and monitoring of accounting information from the field will be required in order to ensure the integrity of the ILO's financial information systems.

170.4. Internal administration

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	14/00
GENERAL SERVICE WORK-YEARS	197/05
NON-STAFF COSTS	$14,033,860
TOTAL	**$30,617,751**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	2/00
GENERAL SERVICE WORK-YEARS	-
NON-STAFF COSTS	$14,998
TOTAL, EXCLUDING TECHNICAL COOP.	**$262,030**
TECHNICAL COOPERATION	-

170.13. This programme covers the following functions at headquarters and policy guidance in respect of parallel activities decentralized to the field:

a) operation and maintenance of the headquarters building, including the management of contracts for the maintenance and repair of technical installations for the provision of heating, air-conditioning and other utilities;

b) provision of driver, messenger, cleaning and other ancillary services;

c) handling of material and logistic arrangements for the Conference and other meetings;

d) physical security of persons using the headquarters building and the protection of Office property;

e) arranging for official travel and related shipments and transportation;

f) provision of laissez-passer to officials and experts travelling on missions;

g) procurement, supply and inventory of furniture, fixtures, stationery and other supplies for the headquarters premises and external offices;

h) operation of an efficient communications network;

i) maintaining and ensuring ready availability of all Office files and records, including archives;

j) allocation of office and other space in the headquarters building both for staff and for meetings, including rental of office space at ILO headquarters to other organizations;

k) supervision of the headquarters catering contract;

l) contracting for and administration of insurance;

m) liaison with the cantonal authorities and the Swiss customs; and

n) supervision of field office accommodation.

170.14. The quality of the logistic and administrative services provided by this programme is a determining factor in the productivity of the Office as a whole and affects the working conditions of the staff, as well as the physical security of all those who use the ILO headquarters building.

170.15. In comparison with the biennium 1992-93, there is a net decrease of $34,656 in the resources allocated to this programme. This is the result of a reduction of 3/00 General Service work-years under the Records management and communications subprogramme and reductions in maintenance contracts and utilities under the Building subprogramme. These reductions will be partly offset by increases for the maintenance and upkeep of the headquarters building, together with the additional resources allocated for the purchase of furniture and equipment and the increase of 2/00 Professional work-years in the Programme management and support subprogramme to provide additional capacity for keeping pace with technological change, particularly in the fields of building maintenance and communications networks.

Building

170.16. Each year, maintenance operations for the upkeep of the ILO headquarters building, which will be over 20 years old in 1995, demands greater attention. A good standard of preventive maintenance is therefore necessary in order to avoid major deterioration, which could lead to much more costly repairs in the future. The unit responsible for these operations comprises a team of technical support staff. As in the past, ILO staff will supervise the work undertaken by outside contractors for the operation and maintenance of the building so as to ensure that efficiency and safety standards are maintained. The energy programme, especially with regard to the consumption and the operation of the building's installations, will be reviewed with a view to achieving improved cost control. The resources allocated under this subprogramme also cover the running costs of the building.

170.17. The following comparative table sets out the resources required for general operating costs:

	1992-93 US dollars	1994-95 US dollars
Current upkeep	403,794	523,000
Materials and supplies	175,535	258,000
Maintenance contracts	5,548,952	4,964,000
Specific maintenance work	301,559	415,000
Utilities (water, electricity, fuel oil)	2,202,740	2,101,000
Total	8,632,580	8,261,000

Internal and security services

170.18. This subprogramme covers: the provision of Office vehicles and drivers, internal mail distribution, services related to the provision of meeting rooms, the cleaning of the building (which is mainly done by an outside firm assisted by a small group of ILO part-time cleaners), security in the building, the scheduling of tours of the building by visitors and tourists, fire prevention and general safety measures, and adapting office space to meet changing requirements.

Travel services

170.19. With the assistance of the designated in-house travel agent, the arrangements for the authorized travel of officials, experts, Governing Body members and participants at ILO meetings are made under this subprogramme, which also covers the transport of household and personal effects resulting from the recruitment, transfer and repatriation of officials and experts, as well as customs clearance and related matters. Its other activities include monitoring the application of rules governing travel from headquarters and ILO offices in the field. Despite the growing complexity of international tariffs, every effort is made to ensure that the Office obtains the most effective and economical fares and services available. The implementation of a computerized system for the processing of travel authorizations will improve the efficiency of the work carried out under this subprogramme.

Office purchasing and supply

170.20. The functions of this subprogramme include the purchase, storage, distribution and maintenance of Office furniture, equipment and stationery and other goods and supplies necessary for the Office as a whole. It is administratively responsible for non-expendable equipment in external offices and provides the equipment required at regional conferences and other meetings outside Geneva. Computerized procedures for the procurement of supplies and equipment, developed over recent years, ensure that stock levels are maintained efficiently. The non-staff resources of $1,901,528 for this subprogramme include an increase of some $330,000 in the provision for the renewal of the furniture in the Office, much of which is not adapted to the use of computer equipment or to modern ergonomic standards. The subprogramme's resources, other than staff costs, are as follows:

	1992-93 US dollars	1994-95 US dollars
General operating expenses		
Freight and cartage	37,459	30,000
Rental and maintenance of equipment and motor vehicles	659,360	656,000
Miscellaneous services and supplies (laundry, uniforms, overalls, advertisements, etc.)	156,731	125,000
Subtotal	853,550	811,000
Supplies and materials		
Stationery and office supplies	509,190	503,000
Acquisition of furniture and equipment	226,480	557,528
Subtotal	735,670	1,060,528
Other expenditure		
ILO contribution to the running expenses of UN Joint Purchasing Service	54,840	30,000
Total	1,644,060	1,901,528

Records management and communications

170.21. This subprogramme covers the functions of: telephone, cable, facsimile, telex and electronic mail services; the dispatch of outgoing mail through the post or by diplomatic pouch; sorting, registering, indexing and routing of incoming mail, cables and telexes; and maintaining central filing and ILO archives. The reduction in the staff resources for this subprogramme has been made possible by the move to more direct dialling of telephone calls and some decentralization of facsimile operations.

Programme management and support

170.22. In addition to the management of the internal administration programme, the work covered by this subprogramme includes the administration of the various insurance policies covering the building and its contents, the handling of claims where the ILO acts as its own insurer and the administrative arrangements which need to be made, including those with the United Nations and the Swiss authorities, for the holding of the International Labour Conference. The allocation of office space and the handling of requests for the rental or use of facilities in the ILO building also come under this subprogramme, which deals with matters pertaining to diplomatic privileges, including laissez-passer, family certificates and other travel documents.

170.23. With the rapid pace of technological change, it has become increasingly important to analyse new developments and to propose and implement improvements which increase efficiency, particularly in relation to building maintenance and communications networks. An additional 2/00 Professional work-years are therefore proposed under this subprogramme with a view to the adoption of appropriate technological standards in these fields.

Major Programme 170. Financial and Central Administrative Services

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
170.1. DEPARTMENTAL MANAGEMENT										
POLICY AND PLANNING	2/00	2/00	386,688	12,530	399,218	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	2/00	515,202	-	515,202	-	-	4,000	65,140	69,140
1994-95 TOTALS	**4/00**	**4/00**	**901,890**	**12,530**	**914,420**	**-**	**-**	**4,000**	**65,140**	**69,140**
1992-93 TOTALS	**4/00**	**4/00**	**901,890**	**12,530**	**914,420**	**-**	**-**	**3,000**	**65,036**	**68,036**
170.2. BUDGET AND FINANCE										
BUDGET DEVELOPMENT AND MANAGEMENT	6/00	18/06	2,156,430	15,000	2,171,430	-	-	-	-	-
PAYMENT AUTHORISATIONS	6/00	29/00	2,766,108	15,000	2,781,108	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	4/00	8/00	1,274,783	85,000	1,359,783	4/00	26/04	2,332,868	27,403	2,360,271
1994-95 TOTALS	**16/00**	**55/06**	**6,197,321**	**115,000**	**6,312,321**	**4/00**	**26/04**	**2,332,868**	**27,403**	**2,360,271**
1992-93 TOTALS	**18/00**	**59/09**	**6,617,606**	**29,900**	**6,647,506**	**4/00**	**27/03**	**2,396,877**	**21,640**	**2,418,517**

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
170.3. TREASURY AND INVESTMENTS										
TREASURY OPERATIONS	2/00	12/00	1,084,968	-	1,084,968	-	-	-	-	-
ACCOUNTING	5/00	5/08	1,013,272	35,865	1,049,137	-	-	-	-	-
FINANCIAL COMMITTEES, STUDIES AND REPORTS	1/00	-	123,516	9,110	132,626	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	4/00	555,364	15,000	570,364	2/00	11/03	1,032,597	33,894	1,066,491
1994-95 TOTALS	**10/00**	**21/08**	**2,777,120**	**59,975**	**2,837,095**	**2/00**	**11/03**	**1,032,597**	**33,894**	**1,066,491**
1992-93 TOTALS	**10/00**	**24/02**	**2,951,690**	**44,975**	**2,996,665**	**2/00**	**12/03**	**1,102,425**	**27,650**	**1,130,075**
170.4. INTERNAL ADMINISTRATION										
BUILDING	2/00	30/00	2,341,872	8,261,000	10,602,872	-	-	-	-	-
INTERNAL AND SECURITY SERVICES	2/00	78/05	6,578,167	1,445,160	8,023,327	-	-	-	-	-
TRAVEL SERVICES	-	6/00	418,968	-	418,968	-	-	-	-	-
OFFICE PURCHASING AND SUPPLY	2/00	21/00	1,713,420	1,901,528	3,614,948	-	-	-	-	-
RECORDS MANAGEMENT AND COMMUNICATIONS	4/00	54/00	4,264,776	1,995,000	6,259,776	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	4/00	8/00	1,266,688	431,172	1,697,860	2/00	-	247,032	14,998	262,030
1994-95 TOTALS	**14/00**	**197/05**	**16,583,891**	**14,033,860**	**30,617,751**	**2/00**	**-**	**247,032**	**14,998**	**262,030**
1992-93 TOTALS	**12/00**	**200/05**	**16,486,257**	**14,166,150**	**30,652,407**	**2/00**	**0/07**	**287,765**	**13,864**	**301,629**

Major Programme 180. Editorial and Document Services

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFESSIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
180.10	DEPARTMENTAL MANAGEMENT	2/00	2/00	444,528	7,327	451,855
180.20	PUBLICATIONS	15/00	44/00	5,047,557	2,592,011	7,639,568
180.30	PERIODICALS	16/00	6/00	2,442,598	516,816	2,959,414
180.40	PRINTING AND TYPING	24/00	192/00	16,978,231	862,218	17,840,449
1994-95	**TOTALS**					
	REGULAR BUDGET	57/00	244/00	24,912,914	3,978,372	28,891,286
	OTHER SOURCES	-	45/10	2,622,500	836,000	3,458,500
1992-93	**TOTALS**					
	REGULAR BUDGET	62/00	255/00	26,257,094	4,147,438	30,404,532
	OTHER SOURCES	-	49/02	2,638,000	605,000	3,243,000

180.1. The primary function of this major programme is to ensure the prompt and efficient typing, printing and distribution of all reports and documents required for and arising from the International Labour Conference, the Governing Body, regional conferences and meetings, and other meetings approved by the Governing Body. This basic function, to which top priority is assigned, absorbs nearly two-thirds of the resources of the major programme.

180.2. The second function of the major programme is to create wider awareness of the ILO and its work through the publication of a number of books and of two periodicals, the *International Labour Review* and the *World Labour Report*. Books and periodicals are an effective means of assisting ILO constituents in the preparation of their own policy positions and of providing the staff of the technical and regional major programmes with information that is useful in advising member States. The marketing of periodicals and core publications, supported by the Publications Revolving Fund, plays a key role in achieving this goal. Equally important are activities to encourage publishers at national level to issue translations and reprints under licence so that ILO publications become more widely available in member States at accessible prices and in various languages. The major programme is also responsible for the processing and distribution of ILC publications, periodicals, reports and internal documents.

180.3. The third function of the major programme is the centralized management of the resources for contractual printing provided for under the technical major programmes (excluding the International Institute for Labour Studies, the International Social Security Association and the Turin Centre, although some services are provided to the first two). The total amount of resources provided for printing and binding throughout the major programmes amounts to some $5.3 million for the 1994-95 biennium.

180.4. The regular budget resources for this major programme amount to some $28.9 million which represents a decrease of approximately $1.5 million in comparison with the biennium 1992-93. More than half of this reduction results from a decision to reduce the length of all ILO documents and publications by an average of 10 per cent with a corresponding effect on production and distribution costs. The remaining reduction arises from a reorganization of ILO periodical publications, as a result of which the *International Labour Review* will contain an information section on current social and labour trends and the *Social and Labour Bulletin* will no longer appear. In addition to the regular budget resources, a total of some $3.5 million will be made available to the major programme from the Publications Revolving Fund.

180.1. Departmental management

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	2/00
GENERAL SERVICE WORK-YEARS	2/00
NON-STAFF COSTS	$7,327
TOTAL	**$451,855**
OTHER SOURCES	-

180.5. This programme covers the director of the department, supporting secretarial assistance and mission credits.

180.2. Publications

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	15/00
GENERAL SERVICE WORK-YEARS	44/00
NON-STAFF COSTS	$2,592,011
TOTAL	**$7,639,568**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	-
GENERAL SERVICE WORK-YEARS	45/10
NON-STAFF COSTS	$836,000
TOTAL, EXCLUDING TECHNICAL COOP.	**$3,458,500**
TECHNICAL COOPERATION	-

180.6. The main functions of this programme are:

- to implement the ILO's publications policy, the central aim of which is to provide sound, authoritative analysis of, and guidance on, major social and labour issues in the world in order to promote national and international action which furthers the aims of the Organization;
- to evaluate and select manuscripts for publication, edit books published by the ILO, provide limited editorial services for other publications prepared by technical programmes, and coordinate the production of training videos based on ILO titles;
- to provide central sales and promotion services (financed by the Publications Revolving Fund) for publications and other saleable materials, implement the policy of encouraging local publishers to make translations and publish reprints of ILO titles available in member States, and control the free distribution of ILO publications and documents; and
- to provide Office-wide distribution, mailing, storage and stock control services for ILO documents, reports and publications.

180.7. As in the biennium 1992-93, this programme will collaborate with major programme 90 (Working conditions and environment) in the preparation of the *Encyclopaedia of Occupational Health and Safety*. This programme is responsible for the copy-editing, indexing and copy preparation, and marketing of the printed publication. Pre-sales and co-edition arrangements will cover some of the costs of printing the English edition of the *Encyclopaedia*.

180.8. Within the overall level of resources for this programme, which remains the same as in the biennium 1992-93, an additional $200,000 is provided for the production and printing of a portion of the *Encyclopaedia of Occupational Health and Safety*, while the amount provided for postage $1,741,940 is some $200,000 lower than in 1992-93 taking account of the 10 per cent reduction in the length of all publications and Office documents.

Book publishing

180.9. The objective of this subprogramme is to prepare for publication a balanced selection of books and serial publications[1] reflecting the major priorities of the ILO. Publications proposals and manuscripts prepared by technical major programmes and interdepartmental projects are evaluated on the basis of their practical usefulness, topicality, readability and estimated readership potential. The manuscripts retained for publication by the ILO are then fully edited and published. The books published under this subprogramme include revised editions and reprints. The number of titles to be published by the ILO will be reduced by some 10 per cent, from 95 to the equivalent of 85 books of an average length of 125 printed pages.

180.10. Most major publications can be issued in one language only. However, all codes of practice, some guides on safety and health, and a small number of workers' education manuals and books of broad general interest will be translated into the other two official languages. Where resources are not available, the translation rights may be offered to commercial and/or non-profit-making publishers.

Marketing and licensing

180.11. The main function of this subprogramme is to ensure and increase the dissemination of ILO publications and documents as a means of supporting and advancing programme objectives in all areas of ILO activities. These functions are carried out by promoting and selling ILO publications from headquarters, through external offices, sales agents, booksellers and other distributors, and by negotiating licensing agreements with publishers and institutions worldwide. The other functions of the subprogramme are to manage the free distribution of publications, the regular exchanges of periodicals, the depository library system, the catalogue database, the Office's centralized mailing list, and the ISBN and ISSN systems, and to give advice on copyright matters. Most of the activities of the subprogramme are financed by the Publications Revolving Fund, although some non-commercial activities are funded under the regular budget.

180.12. Books, periodicals, documents, microform materials, films, videos, audio-visual aids and databases are marketed and promoted through participation in exhibitions and book fairs, through the dissemination of catalogues, leaflets, prospectuses and the periodical newsletter *ILO Publications*, as well as through paid and exchange advertisements. Computerized administrative and accounting operations cover invoicing, subscriptions, accounts receivable, inventory, statistics, bibliographical control and copyright licensing. Rights and permissions services cover all external publication, distribution and licensing arrangements for translations, reprints, occasional original publications, reproduction of extracts, video and microform productions, as well as ILO databases and software, including magnetic tapes, diskettes, CD-ROMs and on-line access.

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[1] Management Development Series; Occupational Safety and Health Series; Labour-Management Relations Series; Women, Work and Development Series; International Labour Bibliographies.

180.13. It is expected that sales income during the 1994-95 biennium will, on the one hand, increase considerably as a result of the pre-sales generated from the revised *Encyclopaedia of Occupational Health and Safety* and on the other hand, decrease slightly following the decision to abolish the *Social and Labour Bulletin* as a separate periodical. The estimated total increase in income amounts to some $580,000 over the biennium. As in the past, a minimum of 25 per cent of the income will be credited to the Working Capital Fund while the remainder will be credited to the Publications Revolving Fund (PRF). The staff financed from the PRF will continue to cover personnel at headquarters as well as in the external offices and will be reduced by a total of 3/04 General Services work-years.

Publications Revolving Fund (in US$)

	1992-93 (Revised estimates)	1994-95 (Estimates)
A. Funds brought forward from previous period	189,800	36,800
B. Estimated income		
Sales revenue and royalties	4,120,000	4,700,000
Less: 25 per cent to be credited to the Working Capital Fund	(1,030,000)	(1,175,000)
Total income	3,090,000	3,525,000
C. Total funds available	3,279,800	3,561,800
D. Estimated expenditure		
Headquarters sales staff [1]	1,746,000	1,687,000
Reprinting of publications and related costs	150,000	312,000
Promotion and publicity	253,000	255,000
Postage and distribution	50,000	100,000
Equipment and maintenance	26,000	42,000
Sales staff in external offices [1]	892,000	935,500
Promotion and publicity in external offices	126,000	127,000
Total expenditure	3,243,000	3,458,500
E. Funds to be carried forward to the next period	36,800	103,300

[1] The expenditure for sales staff is calculated at estimated actual cost.

Distribution

180.14. The activities covered by this subprogramme include the reception, registration, warehousing, stock-keeping, archiving and dispatch of all documents and publications, the provision of an information service on available publications and documents, and document distribution facilities during meetings.

Programme management and support

180.15. The functions of this subprogramme include: planning and supervising the activities of the programme as a whole and administering its resources; implementing the ILO publications policy; providing advice to programme managers and other officials on publication matters; promoting internal and external support for ILO publishing ventures; supervising editorial standards, and sales and promotional policy; supervising contracts and other agreements concerning the translation and licensing of publication rights to commercial or non-profit-making publishers; and participating in the overall control of ILO documents and publication activities.

180.3. Periodicals

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	16/00
GENERAL SERVICE WORK-YEARS	6/00
NON-STAFF COSTS	$516,816
TOTAL	**$2,959,414**
OTHER SOURCES	-

180.16. This programme is responsible for all the editorial and administrative functions involved in the publication of the *International Labour Review* and the *World Labour Report*. The resources for this programme are reduced by $536,553, including a reduction of 3/00 Professional and 1/00 General Service work-years and some $96,000 in staff at actual cost and printing. However within this net decrease the resources provided for the publication of the *International Labour Review* are to be increased by 3/00 Professional and 2/00 General Service work-years and some $104,000 in other costs in order to include a new section on recent social and labour trends and to increase the number of issues of the Spanish-language edition to the same level as the French and English editions. Following the introduction of the new section in the *Review*, no resources are provided for the *Social and Labour Bulletin*, which will cease to be published. The resources of the *World Labour Report* are to be increased by some $41,000 to cover the cost of printing and binding the Spanish edition of the *Report*.

International Labour Review

180.17. The objective of this subprogramme is to contribute to a wider understanding of social and labour questions. The *Review* provides a multilingual forum for the discussion of these questions through the publication of selected articles, written both within the Office and by outside specialists, containing the results of original research and reflection, international comparative studies and analysis of experiences at the national level. The *Review* will continue to be published six times per year in English and French. As from the biennium 1994-95, the periodicity of the Spanish version of the *Review* will be increased from four to six times per year, bringing it into line with the other language versions.

180.18. The *Review* will contain a new section covering recent social and labour trends, which will replace the *Social and Labour Bulletin*. The reorganization will have the effect of increasing the dissemination of such information, particularly since the sales of the *Review* are now more than three times those of the *Bulletin*.

World Labour Report

180.19. The *World Labour Report*, which is published once a year in English, French and Spanish, reviews key developments and policy trends in the main fields of ILO interest, such as human rights at work, employment, industrial relations, working conditions and social protection. It is intended for the use of ILO constituents, as well as policy-makers, organizations which are active in the areas of labour and development, labour specialists and the general public. The aim of the *Report* will continue to be to provide up-to-date information on the main labour issues in different countries and regions. The *Report* will continue to include extensive statistical annexes containing easily accessible information on world labour trends. The *Report* has become an important vehicle for communication with the media, and video clips on particular issues treated in the *Report* will continue to be produced in collaboration with major programme 235 (Public information).

180.4. Printing and typing

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	24/00
GENERAL SERVICE WORK-YEARS	192/00
NON-STAFF COSTS	$862,218
TOTAL	**$17,840,449**
OTHER SOURCES	-

180.20. The total regular budget resources for the programme have been decreased by $976,693 as compared with the biennium 1992-93. This is due to a reduction of 2/00 Professional and 10/00 General Service work-years and a decrease of some $31,000 in other costs. This reduction is based on the assumption that a reduction of 10 per cent will be achieved in the volume and length of documents and publications. Additional resources may be provided by other major programmes in the case of work items for which no provision has been made under this programme. Resources are included for some temporary support services during the Conference under major programme 10 (International Labour Conference).

180.21. In view of the proposed Office-wide reduction in document and publication activities and the planned introduction of more modern and efficient text-processing facilities, which will permit a change in production methods, the Electronic publishing and graphic work subprogramme has been abolished. The resources previously shown under this subprogramme are redistributed among the other three subprogrammes.

Typing and text-processing

180.22. This subprogramme covers the provision of text-processing, transcription and typing services in the required seven languages for the International Labour Conference, the Governing Body, regional conferences, sectoral meetings and other meetings convened by the ILO. The subprogramme also provides text-processing services for a large variety of documents and publications which cannot be typed in final form by the originating units.

180.23. The staff resources of the subprogramme are reduced by a total of 8/00 General Service work-years as compared with the 1992-93 level, which will result in a reduction of posts at the production (typing) level. This reduction is offset by the transfer of 2/00 General Service work-years from programme 220.2 (Relations and meetings) for servicing the Governing Body. Following the abolition of the Electronic publishing and graphic work subprogramme, 2/00 Professional work-years have been transferred to this subprogramme for work related to text-processing and desktop publishing systems.

Internal printing

180.24. This subprogramme is responsible for providing the services for the in-house reproduction of documents, particularly for the International Labour Conference, the Governing Body, major regional meetings, industrial and analogous committees and other meetings convened by the Governing Body, as well as for internal administration. To the extent that resources allow, certain additional documents and publications will also be printed internally. In order to achieve maximum efficiency, the planning of internal reproduction work and external printing will continue to be closely coordinated by this subprogramme. The staff resources for photocomposition services (2/00 General Service work-years) which were shown under the Electronic publishing and graphic work subprogramme, have been transferred to this subprogramme.

External printing and proofreading

180.25. The activities of this subprogramme include arranging for the external printing of reports submitted to the International Labour Conference and other meetings, and for the external printing of other ILO publications and documents. They also include: copy preparation and proofreading in the various languages; the provision of technical advice and setting of standards for typographical presentation, layout and formats; the establishment of technical methods and procedures to facilitate the use of ILO computer databases for the purposes of photocomposition; and the quality control of the printed material produced by external printers. The resources provided under this subprogramme have been reduced by 2/00 Professional work-years, partially offset by an increase equivalent to 0/06 Professional work-year for short-term staff at actual cost to cover proofreading activities. Part of the resources previously shown under the Electronic publishing and graphic work subprogramme for coding and graphic services (6/00 General Service work-years, $79,832 for staff at actual cost and $6,086 for supplies) have been transferred to this subprogramme.

Programme management and support

180.26. This subprogramme covers the planning and supervision of the activities of the programme as a whole and the administration of its resources. Its functions include: providing advice to programme managers and other officials on printing, typing and text-processing matters; participating in the overall planning of meetings and conferences and in the control of ILO document and publication activities; and supervising the proper monitoring functions for the other services provided under this programme.

180.27. The organization and control of printing, which is also covered by this subprogramme, involves the following activities: supervision and control of the printing allocations for all programmes; the preparation of budgetary and other estimates for external and internal printing; the procedure of calling for tenders for all external printing work, the examination of tenders submitted under competitive bidding procedures and the selection of the most economical method of reproduction (internal or external); the negotiation of printing contracts and the placement of orders for all ILO printing work; vetting printers' and suppliers' invoices and accounting for all printing and related expenditure; and the establishment of cost data for all the operations of the Printing and typing programme.

Major Programme 180. Editorial and Document Services

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
180.1. DEPARTMENTAL MANAGEMENT										
PROGRAMME MANAGEMENT AND SUPPORT	2/00	2/00	444,528	7,327	451,855	-	-	-	-	-
1994-95 TOTALS	**2/00**	**2/00**	**444,528**	**7,327**	**451,855**	-	-	-	-	-
1992-93 TOTALS	**2/00**	**2/00**	**444,528**	**7,327**	**451,855**	-	-	-	-	-
180.2. PUBLICATIONS										
BOOK PUBLISHING	9/00	2/00	1,270,587	831,188	2,101,775	-	-	-	-	-
MARKETING AND LICENSING	2/00	12/00	1,084,968	-	1,084,968	-	45/10	2,622,500	836,000	3,458,500
DISTRIBUTION	2/00	28/00	2,305,314	1,754,610	4,059,924	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	2/00	386,688	6,213	392,901	-	-	-	-	-
1994-95 TOTALS	**15/00**	**44/00**	**5,047,557**	**2,592,011**	**7,639,568**	-	**45/10**	**2,622,500**	**836,000**	**3,458,500**
1992-93 TOTALS	**15/00**	**44/00**	**5,047,557**	**2,592,011**	**7,639,568**	-	**49/02**	**2,638,000**	**605,000**	**3,243,000**
180.3. PERIODICALS										
INTERNATIONAL LABOUR REVIEW	12/00	4/00	1,808,878	347,240	2,156,118	-	-	-	-	-
WORLD LABOUR REPORT	4/00	2/00	633,720	169,576	803,296	-	-	-	-	-
1994-95 TOTALS	**16/00**	**6/00**	**2,442,598**	**516,816**	**2,959,414**	-	-	-	-	-
1992-93 TOTALS	**19/00**	**7/00**	**2,909,244**	**586,723**	**3,495,967**	-	-	-	-	-

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RE-SOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RE-SOURCES
	P	GS				P	GS			
180.4. PRINTING AND TYPING										
TYPING AND TEXT-PROCESSING	4/00	134/00	10,158,916	102,346	10,261,262	-	-	-	-	-
INTERNAL PRINTING	2/00	38/00	3,087,906	638,091	3,725,997	-	-	-	-	-
EXTERNAL PRINTING AND PROOFREADING	14/00	12/00	2,678,721	117,001	2,795,722	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	4/00	8/00	1,052,688	4,780	1,057,468	-	-	-	-	-
1994-95 TOTALS	**24/00**	**192/00**	**16,978,231**	**862,218**	**17,840,449**	-	-	-	-	-
1992-93 TOTALS	**26/00**	**202/00**	**17,855,765**	**961,377**	**18,817,142**	-	-	-	-	-

Major Programme 190. Legal Services

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
LEGAL SERVICES	13/00	6/00	2,144,964	34,304	2,179,268	1/00	-	123,516	-	123,516
1994-95 TOTALS	**13/00**	**6/00**	**2,144,964**	**34,304**	**2,179,268**	**1/00**	-	**123,516**	-	**123,516**
1992-93 TOTALS	**13/00**	**6/00**	**2,144,964**	**34,304**	**2,179,268**	**1/00**	-	**123,516**	-	**123,516**

190.1. The activities of this major programme continue to cover:

a) constitutional and related legal work such as the examination of questions, amendments or reforms relating to the Constitution of the Organization, the Standing Orders of the Conference, regional conferences, the Governing Body and other meetings, the drafting of texts and official translations of international labour Conventions and Recommendations, the examination of questions regarding the ratification and interpretation of international labour Conventions and Recommendations, the consideration of questions concerning the status of the Organization, and credentials questions at the Conference and at regional conferences;

b) the examination of questions related to the status of international organizations and their staff in Switzerland and in other countries where the ILO has established offices, as well as some legal work relating to the status of officials residing in neighbouring France;

c) staff legal work, covering the drafting and application of the Staff Regulations and other relevant rules, and the preparation of briefs in contentious cases relating thereto, work relating to revision of the Statute of the Administrative Tribunal of the ILO and associated questions, as well as legal work related to the Turin Centre;

d) other legal work, including, for example, work associated with technical cooperation activities, such as agreements with donor or receiving States, plans of operations and contracts for services and materials.

190.2. The resources for this major programme are the same in real terms as those for the previous biennium, including 1/00 Professional work-year which will be made available to the major programme from the Turin Centre for legal work pertaining to the Centre.

Major Programme 200. Programming and management

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
PROGRAMME PLANNING AND COORDINATION	8/00	3/06	1,242,481	-	1,242,481	-	-	-	-	-
EVALUATION	6/01	2/00	891,045	15,134	906,179	-	2/00	139,656	14,472	154,128
MANAGEMENT ADVISORY SERVICES	6/00	1/00	810,924	73,690	884,614	-	-	-	-	-
INTERNAL AUDIT	5/00	2/00	757,236	85,695	842,931	3/00	-	370,548	20,000	390,548
TECHNICAL COOPERATION	-	-	-	90,000	90,000	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	0/06	362,196	24,842	387,038	-	-	-	-	-
1994-95 TOTALS	**27/01**	**9/00**	**4,063,882**	**289,361**	**4,353,243**	**3/00**	**2/00**	**510,204**	**34,472**	**544,676**
1992-93 TOTALS	**27/01**	**9/00**	**4,063,882**	**289,261**	**4,353,143**	**3/00**	**2/00**	**510,204**	**34,472**	**544,676**

200.1. This major programme will contribute significantly to the implementation of the reforms envisaged by the Director-General, and particularly to the policy of active partnership and related measures to bring the activities of the Office closer to ILO constituents, in collaboration with the other concerned major programmes, namely 150 (Development cooperation), 160 (Personnel) and 170 (Financial and central administrative services). It is the responsibility of this major programme, under the guidance of the general management of the Office, to take the lead in the preparation of new policies and to make appropriate arrangements for their implementation. The major programme is also responsible for the continuing evaluation of all ILO activities to ensure that they are in conformity with the policies of the Organization, that they meet the needs of constituents and that they have a positive impact on the problems they are designed to confront.

200.2. The major programme has the following functions: to provide the management of the Office with analyses of programme proposals to be placed before the Governing Body and the Conference in the Director-General's programme and budget proposals; to allocate resources for carrying out these programmes; to monitor programme implementation; to evaluate the effectiveness of programmes; to carry out studies on the improvement of efficiency and in the use of resources; and to ensure the continuous independent appraisal of the ILO's financial accounts and activities through the medium of internal audit.

200.3. Emphasis will be placed on three functions in the biennium 1994-95. Firstly, a new reporting system to monitor all ILO activities will provide the senior management of the Office with comprehensive information on programme implementation. Secondly, management advisory services will assist in organizing the changes required to implement the active partnership policy. Thirdly, in the biennium 1994-95 a new evaluation system will be implemented covering regular budget as well as extra-budgetary activities. Three subprogrammes are responsible for these functions: Programme planning and coordination, Management advisory services and Evaluation. The three functions will be carried out in close cooperation between these subprogrammes.

200.4. The introduction of major reforms, the redistribution of tasks between headquarters and field offices, the modernization of the Organization as a whole and the introduction of new information technology and management techniques generates greater complexity and requires appropriate control to ensure that rules and regulations are properly adhered to. This is the role of the Internal audit subprogramme which, in close association with the major programme as a whole, will ensure that the legal, budgetary and financial rules and regulations are applied, and also that the resources available to the Office are used effectively, efficiently, and economically. As a result of this work, senior management will be provided with the analyses required to assess the work carried out by the Office and to prepare future policy orientation.

200.5. The resources for this major programme are virtually the same as in the biennium 1992-93. In order to reflect better the distribution of secretarial resources within the major programme, 0/06 General Service work-year has been transferred from the Programme management and support to the Internal audit subprogramme.

Programme planning and coordination

200.6. The objective of this subprogramme is to provide the senior management of the Office, the Director-General, the Governing Body and the Conference with the analyses and documentation required by them to decide on ILO programmes and to monitor and control their implementation. The main outputs are expected to be:

a) a preliminary consultation document for discussion by the Governing Body's Programme, Financial and Administrative Committee in February-March 1994 presenting policy issues, programme emphases and resource levels to obtain guidance for the preparation of the Programme and Budget proposals for 1996-97, pursuant to the Governing Body's decision at its 236th Session (May 1987) concerning early consultation regarding programme and budget proposals;
b) the Director-General's Programme and Budget proposals for 1996-97;
c) a consolidated report on ILO activities during the biennium 1992-93 for submission to the Governing Body and the Conference in 1994, in accordance with the decision taken by the Governing Body on the recommendation of its Working Party on Improvements in the Functioning of the Conference;
d) internal analyses generated by the new programme implementation monitoring system to enable the Director-General and the senior management of the Office to assess and control implementation of the approved programme, to take corrective action to deal with problems in programme implementation, to allocate regular budget and Programme Support Income resources for carrying out the programme and, if necessary, to adjust the programme to new priorities; and
e) inter-agency cooperation on programming matters, including prior consultations on work programmes among the agencies of the United Nations system, and contributions to inter-agency reports to member States.

Evaluation

200.7. There is a need for evaluation in order to ensure relevance, effectiveness and efficiency as well as to assess impact. Moreover, the results of evaluations are used in the planning of new activities. The long-term objectives of this subprogramme, which concerns both regular budget and extra-budgetary activities, are: improved effectiveness of ILO regular budget and extra-budgetary activities; better quality of ILO regular budget programme planning and of technical cooperation programme and project design; and increased transparency and accountability of ILO activities with respect to constituents. The emphasis placed in the biennium 1992-93 on a more systematic evaluation of regular budget activities will be extended to the evaluation systems for all ILO activities, irrespective of the source of financing.

200.8. The evaluation system consists of self-evaluation by all ILO major programmes and independent evaluation of selected themes, programmes or sets of projects by the subprogramme. The role of the subprogramme will be: to further train officials at headquarters and in regional departments to carry out self-evaluation; to monitor the self-evaluation process in individual major programmes; to plan and undertake evaluation; to collect, analyse and disseminate the outcome and lessons learned from evaluation; to improve and develop evaluation; to ensure the overall consistency, objectivity and unity of the evaluation system. Appropriate approaches and techniques will also be developed to evaluate the integration of women workers' issues in regular budget and extra-budgetary activities.

200.9. An important output of this subprogramme's work will be a biennial synthesis report on the relevance, effectiveness and impact of technical cooperation activities for submission to the Governing Body Committee on Operational Programmes (OPC). Workshops and seminars will be organized at headquarters to discuss the findings of evaluation and their follow-up.

200.10. Assistance will continue to be provided to the regional major programmes on how to discharge their responsibility for the design and appraisal of all technical cooperation activities, in accordance with the established guidelines for multi-bilateral and UNDP-financed projects. Design review notes will be prepared and disseminated during the biennium 1994-95. These notes will be based on assessments of the application of the guidelines and will be used in training workshops on the design and evaluation of programmes and projects, which will be organized with the Turin Centre and which are intended in particular for the technical staff of the multidisciplinary teams.

200.11. The computerized database on evaluation, which has been developed over recent biennia, will be made more user-oriented with a view to increasing the relevance and effectiveness of the evaluation information system, so that the lessons learned in past evaluations are taken into account in the design of future activities. Information on evaluation will be disseminated at headquarters and in external offices. Information will continue to be exchanged with international organizations and donor agencies with a view to improving the database. The newly introduced newsletter "Evaluation highlights", which summarizes the key lessons learned from evaluation exercises, is an important feature of the dissemination of information.

200.12. The subprogramme will continue to be the focal point on matters concerning the Inter-Agency Working Group on Evaluation (IAWG) and the Joint Inspection Unit (JIU). In relation to the former, further contributions will be made to the harmonization of guidelines on project and programme design and evaluation within the UN system. Work relating to the JIU consists mainly of preparing replies to requests for information from the JIU, comments on JIU reports and Governing Body papers on these reports, and participating in inter-agency consultations on the effect given to JIU recommendations.

Management advisory services

200.13. Management studies requested by the Director-General and senior management are carried out under this subprogramme, often as a result of questions raised in the Governing Body or in the course of the programme planning exercise. The objective of these studies is to improve the effectiveness and efficiency of selected operations in the Office, with emphasis on regular budget activities where there can be an immediate or short-term pay-off in terms of improved organizational arrangements and procedures, improved services to member States and increased productivity or direct cost savings. The studies are undertaken in collaboration with the other subprogrammes of this major programme and their results are applied in programme planning and are reflected in policy advice to senior management.

200.14. It is important for the programme of management studies to respond promptly and at short notice to urgent requests for management advice and action. During the biennium 1994-95, the work of the subprogramme will include assisting the Office-wide efforts to strengthen the role of the external offices, which will involve a modification of structures, work procedures and responsibilities both in the field and at headquarters. The programme of management studies will cover the preparation of guidelines and procedures to ensure the effective implementation of the active partnership policy. The subprogramme will be associated with the development and effective application of the new monitoring system and will help with the implementation and assessment of the new reporting system. Its activities will include cooperation with programme 120.4 (Computer services) concerning the implementation of the new information systems strategy and with major programme 100 (Sectoral activities) on an evaluation of ILO industrial meetings. Other activities will include: ongoing work resulting from the follow-up to previous studies; ad hoc requests for help with the reorganization of work procedures; advice on office automation and the creation or review of the content of job descriptions; as well as the functions of designing ILO forms and controlling the stocks of such forms, and the overall surveillance of internal circulars.

Internal audit

200.15. Ongoing internal appraisals of the ILO's financial accounts and activities are provided for under this subprogramme. The objectives of the appraisals are: to ensure sound internal control at reasonable cost; compliance with ILO rules, regulations, policies and procedures; the integrity and soundness of management practices; the efficient use of resources; and the accuracy of the accounting, financial and other data used for management information. A detailed programme of work is drawn up each biennium, including audits of headquarters and field operations. The work programme is coordinated with that of the External Auditor.

200.16. At headquarters, audits will consist of reviewing selected systems and operations in relation to: their contribution to programme objectives; strength of their internal checks; proper authorization and recording of expenditure; adequate control over receivables; adherence to the rules, procedures and policies which have been laid down; the efficient use of resources and the accuracy of data generated for management information and decisions. Reviews will also encompass the soundness and relevance of policies, rules and procedures subject to compliance checks, the verification of assets by physical count or by third party evidence, and the monitoring of equipment records to ensure that assets are properly accounted for and safeguarded from loss. More emphasis will be given to the audit of computerized systems to ensure their integrity and efficiency. This will include such activities as: participating in the design of new systems or amendments to existing systems to facilitate control and audit operations; reviewing input and output controls; and appraising systems of control over computer operations and security arrangements.

200.17. In the field, audits of external offices and of technical cooperation projects will aim to ensure that: expenditure is properly incurred, authorized and recorded; assets are properly accounted for and safeguarded from loss; adequate controls exist over cash receipts and cash payments; established procedures are properly complied with; and resources are used efficiently.

200.18. This subprogramme is also responsible for the internal audit of the accounts and financial activities of the Turin Centre, for which the Centre provides 1/00 Professional work-year shown under "Other sources" in the table above.

200.19. In order to increase the productivity and effectiveness of the subprogramme, continuous professional training will be introduced for its staff, and the planning of internal audit activities will be extended to cover the biennial period. Forward planning will include the identification of programmes with major audit risks for special attention. Individual audits of a repetitive nature will be replaced by formal but flexible audit programmes to ensure consistency and completeness of coverage.

Technical cooperation

200.20. RBTC resources amounting to $90,000 will be used to hold seminars at the national level on project evaluation. These seminars will be carried out by ILO field offices in collaboration with the Evaluation subprogramme and will take into account the new role of the tripartite constituents in the national execution of technical cooperation projects.

Major Programme 220. Relations and Meetings

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFESSIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
220.10	DEPARTMENTAL MANAGEMENT	2/00	4/00	584,184	61,000	645,184
220.20	OFFICIAL RELATIONS	18/00	17/00	8,421,894	-	8,421,894
220.30	OFFICIAL DOCUMENTATION	92/00	25/00	13,624,172	551,545	14,175,717
220.40	RELATIONS WITH INTERGOVERNMENTAL AND NON-GOVERNMENTAL ORGANISATIONS	6/00	7/00	1,259,892	62,000	1,321,892
1994-95	**TOTALS**					
	REGULAR BUDGET	118/00	53/00	23,890,142	674,545	24,564,687
	OTHER SOURCES	-	-	-	-	-
1992-93	**TOTALS**					
	REGULAR BUDGET	123/00	50/00	24,637,344	863,214	25,500,558
	OTHER SOURCES	-	-	-	-	-

220.1. The functions of this major programme are: to conduct official relations with governments, organizations of the United Nations system and non-governmental international organizations; to organize and provide the in-session servicing, including interpretation, of all ILO conferences and meetings (including the Governing Body and its committees); and to be responsible for the editing and translation of all documents for ILO meetings, including all reports and documents required for and arising from the International Labour Conference, the Governing Body and its committees, major regional conferences and meetings, and other meetings approved by the Governing Body, as well as various other miscellaneous documents.

220.2. During the biennium 1994-95, servicing will be provided under this major programme for a programme of meetings including: two sessions of the Conference; six sessions of the Governing Body; two regional conferences; two advisory meetings of Governing Body members from the regions; six major and nine smaller sectoral meetings and 15 other technical meetings.

220.3. The resources provided for this major programme show a decrease of some $936,000 in comparison with the biennium 1992-93. This decrease results from a reduction of 5/00 Professional work-years and some $527,775 in staff at actual and non-staff costs, partly offset by an increase of 3/00 General Service work-years.

220.4. Under programme '220.2 (Official relations), the resources are reduced by 2/00 Professional work-years, offset by an increase of 3/00 General Service work-years and some $25,000 in staff at actual cost (excluding resources for freelance interpretation). The reduction of 2/00 Professional work-years corresponds to the position of chief interpreter. The management of interpretation services will, as in most other organizations of the UN system which use freelance interpreters, be under the direct responsibility of the programme manager, the other functions of the chief interpreter being redistributed to other members of the Branch. The increase of 3/00 General Service work-years is for protocol services and additional part-time support to the programme. In addition, the provision for the hiring of freelance interpreters has been reduced by $88,826, while the responsibility and resources (some $250,000) for hiring committee secretaries to service sectoral meetings has been transferred to major programme 100 (Sectoral activities) and 2/00 General Service work-years for Chinese typing have been transferred to programme 180.4 (Printing and typing).

220.5. Responsibility for the production of Governing Body documents has been transferred from programme 220.2 (Official relations) to programme 220.3 (Official documentation), which is also responsible for producing documents for the International Labour Conference and all other meetings convened by the Governing Body. As a result, it has been possible to reduce resources by 2/00 Professional work-years. The resources provided under staff at actual cost and external collaboration for translation services are reduced by $496,410, on the assumption that the Office-wide decision to reduce the length of all documents by 10 per cent, will be put into effect, as well as some reforms of the Conference and of the Governing Body leading to a reduction in the documentation required for their sessions. These reductions are partly offset by an increase of 1/00 General Service work-year to provide continuous data-entry service in the Terminology and reference subprogramme and an increase of some $45,000 in order to catch up the backlog in the printing of the *Official Bulletin*, following the decision of the Governing Body at its 254th

(November 1992) Session to delay its printing, as part of the programme reductions for the biennium 1992-93.

220.6. The resources for programme 220.4 (Relations with intergovernmental and non-governmental organizations) have been reduced by 1/00 Professional and 1/00 General Service work-years and some $39,000 in non-staff costs. The reduction in Professional staff resources results from the merger of the former Special relations and Relations with non-governmental organizations subprogrammes. The reduction in General Service staff resources is a result of the replacement of the documentation centre by new technologies which will make it possible to search for and retrieve documents from other sources.

220.1. Departmental management

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	2/00
GENERAL SERVICE WORK-YEARS	4/00
NON-STAFF COSTS	$61,000
TOTAL	**$645,184**
OTHER SOURCES	-

220.7. Provision is made under this programme for the director of the department and for secretarial and administrative support. An amount of $50,000 is provided for modern computer and office equipment for the major programme as a whole in order to increase efficiency.

220.2. Official relations

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	18/00
GENERAL SERVICE WORK-YEARS	17/00
NON-STAFF COSTS	-
TOTAL	**$8,421,894**
OTHER SOURCES	-

220.8. The functions of this programme include the organization of major ILO meetings and the coordination of services to these meetings, including interpretation, as well as responsibility for official correspondence and protocol services.

Organization and servicing of meetings

220.9. The main function of this subprogramme is to coordinate the arrangements for all ILO meetings and to organize and service the International Labour Conference, the Governing Body and its committees, and the major regional conferences. It is responsible for providing secretarial services for these major meetings, as well as the Clerk, and for the convocation of participants to the meetings, the processing of resolutions submitted to them, the travel arrangements for certain delegates, and the organization of regional conferences and similar meetings.

Interpretation services

220.10. Provision is made under this subprogramme for interpretation services to all ILO meetings, except the International Labour Conference and regional conferences (for which provision is made under major programmes 10 and 30). Resources are also provided for short-term support staff, such as committee secretaries and operators, for all meetings, except the Conference, major regional meetings and sectoral meetings (for which provisions are made under major programmes 10, 30 and 100).

Official correspondence

220.11. The work of this subprogramme includes the drafting, editing and translation of official communications to governments and to members of the Governing Body, as well as other official correspondence for the Director-General. It also includes the coordination and preparation of material concerning the proceedings of the Governing Body and the International Labour Conference for inclusion in the *Official Bulletin*.

220.3. Official documentation

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	92/00
GENERAL SERVICE WORK-YEARS	25/00
NON-STAFF COSTS	$551,545
TOTAL	**$14,175,717**
OTHER SOURCES	-

220.12. The main function of this programme is to provide the language services needed for the publication of the documents required for the International Labour Conference, the Governing Body, including its Officers and committees, and other ILO meetings convened by the Governing Body.

Governing Body documents

220.13. The work covered by this subprogramme includes the drafting or editing, as appropriate, of all papers submitted to, and arising from, the Governing Body, its Officers and committees, and their translation into the required languages.

Conference and other documents

220.14. This subprogramme is responsible for the following functions:

a) in English, French and Spanish: the editing, translation and revision of reports, documents, abstracts, and other texts, as required in each of these languages, for the International Labour Conference, major regional meetings and other ILO meetings convened by the Governing Body; the editing and revision of texts to be published in the *Record of Proceedings* of the International Labour Conference and regional conferences; the editing of the *Official Bulletin* (Series A); the translation of articles and notes for the *International Labour Review*; and the editing and translation of the *World Labour Report*. In addition to the above tasks, to the extent that resources are available the subprogramme covers the translation of other miscellaneous documents, such as replies to ILO questionnaires and materials received in languages other than English, French or Spanish which will be used in the preparation of reports for ILO meetings;

b) in Arabic, Chinese, German and Russian: the translation and revision of reports and documents for the International Labour Conference (with the exception of those on agenda items II and III); the translation of in-session documents for the International Labour Conference and regional conferences, and the translation of abstracts of reports for established sectoral committees and meetings, as appropriate. In addition to the above activities, and to the extent that resources are available, services are also provided to programme 220.2 (Official relations), to major programme 235 (Public information) and to other major programmes for the translation of miscellaneous documents and correspondence.

Resources for peak periods

220.15. A provision of some $879,000 is provided for translation and editing assistance to provide additional services and short-term reinforcement during peak periods, especially in connection with the programme of meetings.

Terminology and reference

220.16. This subprogramme, which is responsible for the continuing development and expansion of the computerized multilingual terminology database (ILOTERM), provides support for the editing, translation and revision work of this programme and, to the extent possible, assists officials engaged in linguistic work elsewhere in the Office.

Document processing

220.17. This subprogramme provides the administrative and clerical support needed for the organization, verification and transmission of the documentation processed in various languages by this programme.

220.4. Relations with intergovernmental and non-governmental organizations

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	6/00
GENERAL SERVICE WORK-YEARS	7/00
NON-STAFF COSTS	$62,000
TOTAL	**$1,321,892**
OTHER SOURCES	-

220.18. The objective of this programme is to ensure close liaison between the ILO and other organizations of the United Nations system, with a view to promoting complementarity of action, avoiding duplication and safeguarding ILO competence. The activities of the programme also include liaison between the ILO and non-governmental international organizations, other than employers' and workers' organizations, which are active in social and labour matters.

Liaison activities with intergovernmental organizations

220.19. The objective of this subprogramme is to keep the Director-General and the Governing Body informed of developments of particular interest and concern to the ILO taking place in selected organizations of the UN system. This involves preparations for the meetings of the Administrative Committee on Coordination (ACC) and its Organizational Committee (OC) and servicing the International Organizations Committee of the Governing Body. This work is carried out in close cooperation with the ILO Liaison Office in New York (major programme 240) and with the technical major programmes responsible for contacts with specific bodies within the UN system. The activities of this subprogramme include ensuring that the ILO is adequately represented at intergovernmental and inter-agency meetings.

Relations with non-governmental organizations

220.20. The objective of this subprogramme is to develop and coordinate relations with non-governmental organizations (other than employers' and workers' organizations) which have interests in common with the ILO. This includes the processing of applications from such organizations for admission to the Special List. It also includes the development of the ILO's relations and contacts with religious circles.

Major Programme 220. Relations and Meetings

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
220.1. DEPARTMENTAL MANAGEMENT										
PROGRAMME MANAGEMENT AND SUPPORT	2/00	4/00	584,184	61,000	645,184	-	-	-	-	-
1994-95 TOTALS	**2/00**	**4/00**	**584,184**	**61,000**	**645,184**	-	-	-	-	-
1992-93 TOTALS	**2/00**	**4/00**	**584,184**	**64,538**	**648,722**	-	-	-	-	-
220.2. OFFICIAL RELATIONS										
ORGANIZATION AND SERVICING OF MEETINGS	6/00	5/04	1,163,512	-	1,163,512	-	-	-	-	-
INTERPRETATION SERVICES	6/00	2/04	5,865,558	-	5,865,558	-	-	-	-	-
OFFICIAL CORRESPONDENCE	5/00	6/04	1,059,824	-	1,059,824	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	1/00	3/00	333,000	-	333,000	-	-	-	-	-
1994-95 TOTALS	**18/00**	**17/00**	**8,421,894**	-	**8,421,894**	-	-	-	-	-
1992-93 TOTALS	**20/00**	**14/00**	**8,523,358**	-	**8,523,358**	-	-	-	-	-
220.3. OFFICIAL DOCUMENTATION										
GOVERNING BODY DOCUMENTS	22/00	-	2,717,352	-	2,717,352	-	-	-	-	-
CONFERENCE AND OTHER DOCUMENTS	66/00	-	8,152,056	-	8,152,056	-	-	-	-	-
RESOURCES FOR PEAK PERIODS	-	-	500,000	378,615	878,615	-	-	-	-	-
TERMINOLOGY AND REFERENCE	2/00	9/00	875,484	-	875,484	-	-	-	-	-
DOCUMENT PROCESSING	-	12/00	852,936	-	852,936	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	4/00	526,344	172,930	699,274	-	-	-	-	-
1994-95 TOTALS	**92/00**	**25/00**	**13,624,172**	**551,545**	**14,175,717**	-	-	-	-	-
1992-93 TOTALS	**94/00**	**24/00**	**14,106,566**	**697,765**	**14,804,331**	-	-	-	-	-
220.4. RELATIONS WITH INTERGOVERNMENTAL AND NON-GOVERNMENTAL ORGANISATIONS										
RELATIONS WITH INTERGOVERNMENTAL ORGANIZATIONS	3/00	2/03	527,661	50,000	577,661	-	-	-	-	-
RELATIONS WITH NON-GOVERNMENTAL ORGANIZATIONS	2/00	2/03	404,145	12,000	416,145	-	-	-	-	-
EXTERNAL DOCUMENTATION AND MEETINGS	0/08	2/06	256,914	-	256,914	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	0/04	-	71,172	-	71,172	-	-	-	-	-
1994-95 TOTALS	**6/00**	**7/00**	**1,259,892**	**62,000**	**1,321,892**	-	-	-	-	-
1992-93 TOTALS	**7/00**	**8/00**	**1,423,236**	**100,911**	**1,524,147**	-	-	-	-	-

Major Programme 225. Employers' Activities

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
RELATIONS	6/00	4/00	1,020,408	100,000	1,120,408	-	-	-	-	-
ASSISTANCE TO EMPLOYERS' ORGANIZATIONS	6/00	2/00	880,752	360,000	1,240,752	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	1,491,200	1,491,200	-	-	-	2,162,000	2,162,000
PROGRAMME MANAGEMENT AND SUPPORT	2/00	1/00	374,700	30,480	405,180	-	1/00	69,828	6,255	76,083
1994-95 TOTALS	**14/00**	**7/00**	**2,275,360**	**1,981,680**	**4,257,540**	-	**1/00**	**69,828**	**2,168,255**	**2,238,083**
1992-93 TOTALS	**12/00**	**7/00**	**2,028,828**	**1,841,680**	**3,870,508**	-	**1/00**	**69,828**	**1,436,255**	**1,506,083**

225.1. This major programme has three interrelated functions:

a) the coordination of all Office activities concerning employers' organizations, both at headquarters and in the field, with a view to ensuring that ILO programmes address the problems and priorities of employers and their organizations, with which close contacts are established and maintained;

b) technical cooperation activities to promote the establishment of independent and representative employers' organizations, by improving their structures and operations in a manner which is consistent with ILO policies; and

c) the provision of guidance and support to employers' specialists in the multidisciplinary teams.

225.2. The resources proposed under this major programme are increased by some 10 per cent, or $387,032, in real terms as compared with 1992-93. This increase is due to the addition of 2/00 Professional work-years under the Assistance to employers' organizations subprogramme, and the provision which is made for a meeting of employers funded from the regular budget at a cost of $120,000. In previous biennia, before the recent major political changes in the world, the technical cooperation activities undertaken by the major programme were confined to employers' organizations in a relatively limited number of developing countries. The additional 2/00 Professional work-years, and the increase in mission and equipment credits ($20,000), will strengthen the capacity of the major programme to undertake technical cooperation activities to assist emerging employers' organizations. Moreover, activities to promote and assist employers'' organizations will be further strengthened through the multidisciplinary teams, in 12 of which technical advisers are to be appointed to do such work. This constitutes a doubling of the staff resources shown under the regional major programmes for activities in this field.

Relations

225.3. The objective of this subprogramme is to coordinate relations and liaison between the ILO and employers and their organizations at the international, regional and national levels. The main activities of the subprogramme include:

a) advising the Director-General and programme managers on the current policies and views of employers and their organizations on matters within the ILO's competence so that they are taken into account in the development of ILO policies and programmes;

b) seeking the support of employers and their organizations for ILO activities;

c) reviewing Office documents and communications relating to employers' organizations;

d) ensuring liaison between the ILO and employer participants in meetings, including those organized by the Turin Centre;

e) contributing to various reports to the Governing Body and its committees and the International Labour Conference;

f) briefing and debriefing of officials and experts on relations with employers' organizations;

g) representing the ILO at international and regional meetings of employers;

h) monitoring events and the systematic collection of data on employers' organizations, particularly in countries moving towards a market economy. It is estimated that this activity will cover between 30 and 40 more countries in the biennium 1994-95;

i) participating in Office-wide activities, including interdepartmental projects and the activities of the International Institute for Labour Studies and the Turin Centre; and

j) submitting information to national employers' organizations and their members on ILO activities through the regular supply of ILO publications and communications.

Assistance to employers' organizations

225.4. Assistance will be given to employers' organizations, particularly in developing countries, with the aim of consolidating their structures and functions and improving their capacity to provide expanded services to their members, so that they can play an increasingly effective role in tripartite cooperation. Activities will include: identifying the needs of employers' organizations; coordinating the ILO's response to requests for assistance and assigning priorities; negotiating for extra-budgetary funds; developing, designing, implementing and evaluating projects; providing consultancy services to employers' organizations through consultant assignments and the employers' specialists in the multidisciplinary teams; providing study grants for officials of employers' organizations to undertake study tours; and planning and organizing meetings and workshops at the regional, subregional and national levels. It is expected that some 50 to 60 of these meetings will be held at the various levels. National workshops usually have a very significant impact at the country level and promote a better image of the organizations concerned as regards their social responsibility. Such workshops are particularly appropriate for following up ongoing programmes, especially in the areas of standards, small enterprise development, the informal sector and activities for women. Some 120 study grants will be provided and some 40 advisory missions will be arranged using experts from the same region (a form of TCDC arrangement) to an increasing extent. The activities covered by this subprogramme will be evaluated in order to assess the extent to which their objectives have been achieved.

Action-oriented research

225.5. Action-oriented research is an important element in the preparation and implementation of technical cooperation projects. Issues with serious social implications which arise out of structural adjustment and privatization measures have to be analysed before effective programmes of countermeasures can be developed. The effects of structural adjustment will continue to be studied, particularly from the point of view of their industrial relations aspects and the new responsibilities incumbent upon employers in both the public and private sectors. An examination will be made of methods through which linkages can be established between industry and the informal sector, with a view to providing training courses to upgrade skills, enhance productivity and improve conditions of work in the latter. Studies will also be made of the participation of women in economic and social development with a view to identifying specific activities which can be undertaken by employers' organizations to promote these objectives. The impact of international labour standards in a changing economic and social environment is another subject that requires further attention. In a period of continuing recession, an examination will therefore be made of the contribution which standards can make to the adaptation to changes such as structural adjustments and the introduction of flexibility and new technologies. The possibility of covering these questions in collective agreements will be studied.

Assistance to emerging employers' organizations

225.6. As a consequence of the recent dramatic political developments, not only in Central and Eastern Europe, but also in several developing regions, the creation of new and independent employers' organizations is of high priority in between 30 and 40 countries, including several new ILO member States which are changing over to a democratic, tripartite and market-oriented system. In these circumstances, the ILO is receiving a growing number of requests to assist in the structuring, financing and staff development of new employers' organizations. The ILO is also being requested to provide support in the form of consultancy services, national training seminars and study tours for new employers' organizations whose members are demanding new services, such as training in collective bargaining, the application of ILO standards and labour law, management and small enterprise development, safety and health and environmental management.

Assistance to employers' organizations in South Africa

225.7. Following the political developments in South Africa, new activities will be undertaken to assist a new non-racial national employers' confederation. There is also strong demand from employers' federations representing small enterprises for staff training and the development of new activities geared to the needs of their members, and particularly to job creation. These new activities will make an important contribution to the work of the ILO in assisting in the final eradication of apartheid.

International Round Table on the New Role of Employers' Organizations in Countries with Economies in Transition

225.8. In view of the high priority given to the creation of new and independent employers' organizations in the many countries now changing to a democratic, tripartite and market-oriented system, an International Round Table on the New Role of Employers' Organizations in Countries with Economies in Transition will be held during the biennium 1994-95. The meeting will provide participating organizations with an opportunity to exchange experiences and seek solutions to problems arising out of privatization and structural adjustment programmes. The meeting, which will be held in Geneva for three calendar days, will be attended by 33 participants ($110,000).

Advisory services

225.9. This major programme will act as a focal point for monitoring the assistance provided to employers' organizations from various sources, including employers' organizations in industrialized countries. In view of the need to ensure that the new activities in Eastern and Central Europe, as well as in several developing countries, correspond to the requirements of the recipient organizations, it will be necessary to engage the services of highly qualified consultants coming from more developed employers' organizations in both industrialized and developing countries, and of other ad hoc experts in fields such as business management, personnel management and the environment. A provision of $200,000 is therefore made to cover these advisory services, for which extra-budgetary resources will also be sought.

Technical cooperation

225.10. Additional resources from multi-bilateral agencies will be sought to meet the growing need for technical assistance. Cooperation with donors will be further developed, particularly as regards the promotion of small enterprises, the development of industrial relations, human resources development, the social dimension of structural adjustment, and the working and general environment. A practical approach will be followed through educational activities, such as training courses on personnel management and courses on environmental issues. The environmental focal points which have been set up in employers' organizations will be strengthened and consolidated with a view to their becoming self-sustaining. The total amount of extra-budgetary technical cooperation funds expected for the biennium 1994-95 for ongoing projects and for projects currently being negotiated with various donors is some $2.2 million.

225.11. In addition, an amount of $1,491,200 will be made available from regular budget technical cooperation (RBTC) resources. These funds will continue to be used to promote and develop new activities for funding by multi-bilateral donors. They will also be used to respond to requests from employers' organizations for advisory services, and to organize national training programmes, regional and subregional meetings and study tours. Provision will be made for new activities to create and strengthen employers' organizations in countries where the political system is changing. Programme support income will continue to be used to provide secretarial support for the expanding Technical cooperation subprogramme.

Major Programme 230. Workers' Activities

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFESSIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
230.10	BUREAU MANAGEMENT AND RELATIONS	14/00	8/00	2,345,688	150,461	2,496,149
230.20	WORKERS' EDUCATION	27/10	10/04	4,159,418	5,421,084	9,580,502
1994-95	**TOTALS**					
	REGULAR BUDGET	41/10	18/04	6,505,106	5,571,545	12,076,651
	OTHER SOURCES	2/06	-	308,790	12,803,898	13,112,688
1992-93	**TOTALS**					
	REGULAR BUDGET	32/01	18/04	5,551,584	5,420,199	10,971,783
	OTHER SOURCES	3/11	-	491,238	9,430,000	9,921,238

230.1. The objectives of this major programme are:

- the establishment of free, independent and democratic workers' organizations with a view to the protection and promotion of human and trade union rights;
- strengthened capacity of workers' organizations to participate in economic and social decision-making processes in order to defend and promote the interests of their members;
- improved structures and activities of workers' organizations;
- the active involvement of trade union organizations in tripartite endeavours;
- the development of ILO projects and programmes which address the needs of workers and their organizations;
- the effective participation and involvement of workers and their organizations in the activities of the ILO; and
- constructive relations with workers and their organizations.

230.2. This major programme will seek to enhance the overall performance of free, democratic and independent workers' organizations in a period of structural change and democratic institution-building. Emphasis will be placed on assisting trade unions to play an active part in tripartite activities and on strengthening their ability to protect workers' interests in the development of democratic structures and the realization of ILO principles and policies. The major programme will be responsible for supporting and co-ordinating work relating to workers and their organizations with the technical and regional major programmes.

230.3. The major programme will support the activities of the workers' technical advisers in the multidisciplinary teams. These advisers will have special responsibility for liaising with and advising workers' organizations. In addition to workers' education activities, the technical advisers will be involved in more analytical work on issues such as structural change and reforming labour market institutions. To cope with these new tasks, the Professional staff resources of this major programme have been increased substantially to include four additional workers' education specialists under programme 230.2 (Workers' education). The officials concerned, although covered by this major programme, will be located in the regions (two in Africa, one in the Americas and one in Asia and the Pacific) and will work closely with the multidisciplinary teams.

230.4. The budget of this major programme is increased by some $1,105,000. Most of this increase is associated with the addition of 8/00 Professional work-years for the four workers' education specialists located in the regions and 2/00 Professional work-years under programme 230.1 (Bureau management and relations). These increases are partly offset by a reduction of 0/03 Professional work-year elsewhere in the Workers' education programme. In addition to these increases in work-years, the non-staff resources have been increased by some $151,000, while the staff at actual cost resources have been decreased by some $251,000.

230.1. Bureau management and relations

REGULAR BUDGET

PROFESSIONAL WORK-YEARS	14/00
GENERAL SERVICE WORK-YEARS	8/00
NON-STAFF COSTS	$150,461
TOTAL	**$2,496,149**

OTHER SOURCES	-

230.5. The objective of this programme is to maintain, strengthen and develop relations between the ILO and workers and their organizations at the international, sectoral, regional and national levels. Provision is therefore made for Office-wide coordination of relations and liaison among workers and their organizations and with the ILO. The activities of the programme include advising the Director-General and programme managers on the current policies and priorities of workers' organizations on matters which lie within the competence of the ILO so that they can be reflected in the development of ILO programmes and activities. This entails keeping the Office fully informed of developments relating to trade unions and ensuring the continued support of the workers and their organizations for the objectives and activities of the ILO.

230.6. Assistance is provided to workers' delegates to the Conference, the Governing Body, regional conferences, advisory committee meetings and industrial committees. Briefings and substantial technical assistance and facilities are provided to the Workers' group at all ILO meetings, seminars and conferences. Assistance and the coordination of ILO technical inputs and services are provided to workers' organizations when they meet on ILO premises. The activities of the programme also include briefing and debriefing technical cooperation experts. Other related services include: providing advice on, and contributing to, Office-wide research documents; drafting reports and communications relating to workers' organizations; providing special advisory services to the Turin Centre and the International Institute for Labour Studies; assisting in the selection of worker participants for ILO meetings and educational courses; acting as liaison between the technical major programmes and workers' organizations; providing information to technical major programmes about trade unions and their policies on issues of mutual interest; keeping trade unions throughout the world informed of ILO activities, programmes and policies through a regular supply of publications and communications; and representing the ILO at general and sectoral conferences of workers' organizations throughout the world.

230.7. During the biennium 1994-95, the installation of modern data-processing equipment will permit this programme to improve substantially its information collection and dissemination activities. Information will be more systematically gathered on developments relating to trade unions and the policies and positions adopted by them, and will be made available to the technical and regional major programmes.

230.2. Workers' education

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	27/10
GENERAL SERVICE WORK-YEARS	10/04
NON-STAFF COSTS	$5,421,084
TOTAL	**$9,580,502**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	2/06
GENERAL SERVICE WORK-YEARS	-
NON-STAFF COSTS	$898
TOTAL, EXCLUDING TECHNICAL COOP.	**$309,688**
TECHNICAL COOPERATION	$12,803,000

230.8. The objective of this programme is strengthening workers' organizations through the development of workers' education. Its aim is to assist trade unions to expand their membership and activities, and to improve their negotiation skills, their capacity to participate in decision-making and their ability to defend and promote the interests of their members. The programme has been revised and updated in keeping with the new challenges facing trade unions, the priorities established by the Director-General and approved by the Governing Body, and the conclusions of the Meeting of the Members of the Panel of Consultants on Workers' Education (1991).

230.9. Several of the programme's activities will be closely related to the priorities of the ILO for the biennium 1994-95, namely democratization, the promotion of fundamental workers' rights, the fight against poverty, and the improvement of working and living conditions. In order to maximize the impact of these activities, they will be carried out mainly at the national level. Emphasis will continue to be placed on: the role of workers in the promotion, adoption and implementation of international labour standards; active participation in the reform and development of labour legislation; and workers' participation in tripartite institutions and social dialogue. The programme will continue to give priority to policies and activities designed to enhance equality of opportunity and treatment and the integration of social dimensions into structural adjustment policies, with particular emphasis on employment. Other themes will include: the capacity of rural workers to organize and take an active role in rural development; workers' participation in restructuring processes and the introduction of new technologies and productivity schemes; occupational safety and health and environmental protection; and activities related to the development of workers' education institutions. Educational activities for workers' organizations will be undertaken in cooperation with the relevant major programmes and interdepartmental projects.

Workers' education for workers' rights

230.10. The objectives of this subprogramme are: the provision of training and educational materials to workers' organizations concerning their rights as laid down in international labour standards; the exercise of such rights through their participation in ILO activities, in tripartite consultation and in action at the national level; and the development of suitable workers' education programmes and teaching aids. The complementarity between standards and technical cooperation will be further strengthened by the inclusion of a component on international labour standards in all technical cooperation projects implemented under this subprogramme.

230.11. Seminars will be organized to provide information and training on the objectives, structure and functions of the ILO, and on the principles of tripartism and workers' participation in the elaboration, adoption and implementation of international labour standards, as well as the supervision of their application. Special training will be provided to familiarize workers' organizations with international instruments concerning trade union rights. In this connection, specific action-oriented research and training will focus on the situation in export processing zones. A regional seminar on these issues, to be funded from RBTC resources, will be held in Africa during the biennium 1994-95. Some 25 representatives of workers' organizations will be invited to participate in the seminar, which will focus on freedom of association, collective bargaining, the protection of workers' representatives and the promotion of tripartite institutions and bodies.

230.12. Technical advisory services will be provided to trade unions to assist them in the development of teaching programmes on trade union rights and to enhance their role in the reform and development of national labour legislation. These services will be particularly important for trade unions in Central and Eastern Europe and in developing countries which are undergoing major economic and political changes. In support of these services and of technical cooperation activities, teaching and audio-visual aids will be prepared for workers' education on the protection of trade union rights. These will include explanatory leaflets, video cassettes and flip charts. The manual *Trade unions and the ILO* will be revised and articles will be published in the quarterly *Workers' Education* Journal. Courses will be updated and fellowships will be provided to acquaint trade unionists with the work of the ILO, particularly in the field of standard setting. These activities will be carried out in collaboration with major programme 50 (International labour standards and human rights).

230.13. Specific activities will be carried out to address the need for trade unions to develop workers' education programmes which emphasize equal opportunities and women's participation. Special attention will be given to gender issues in workers' education programmes and technical advisory services will be undertaken to assist trade unions in the development of strategies through which the concerns of women can be promoted.

230.14. Provision is made for the organization of an International Symposium on the Role of Workers' Education in the Promotion of Trade Union Rights. The symposium will bring together trade union representatives from Africa, the Americas, Asia and the Pacific and Europe to discuss the means by which trade unions can actively promote the ratification and application of international labour standards and the observance of trade union rights. The symposium will be held in Geneva for five calendar days and will be attended by 25 participants ($110,000). The symposium will be organized with the collaboration of major programme 50 (International labour standards and human rights).

Workers' participation in social and economic development and structural adjustment

230.15. The objective of this subprogramme is to enhance the capacity of trade unions, and through them workers, to participate in the development process in general and in structural adjustment programmes in particular. Assistance will be provided for the research and educational activities of trade unions in order to enhance their capacity to make appropriate responses to structural changes at the micro and macroeconomic levels and to strengthen the contribution of workers to social dialogue. Another aim of the subprogramme is to assist workers' organizations to develop special services for workers, including self-help schemes, welfare activities and cooperative ventures.

230.16. Provision is made for the development of workers' education materials on the social consequences of structural adjustment policies and programmes, particularly in terms of employment. These materials will cover issues such as: the objectives and policies of international financial institutions; the role of the trade unions in the improvement of working conditions in the informal sector; privatization; the introduction of advanced new technologies; and work organization and productivity schemes. In addition, the guide *Trade unions and vocational training* will be revised. Educational materials will also be prepared on the basis of the conclusions and recommendations adopted by ILO sectoral meetings.

230.17. A regional seminar on the role of trade unions in the achievement of sustainable structural adjustment will be organized in Latin America in cooperation with major programme 60 (Employment and development), with funding from RBTC resources. The seminar will provide 25 trade union representatives with the opportunity to analyse the strategies adopted by trade unions in a number of countries to minimize the social costs and adverse effects of structural adjustment measures.

230.18. Workers' organizations in countries undergoing radical political, economic and social changes are confronted with many new responsibilities. The role of workers' education is to help them develop appropriate action in response to these new challenges. A series of national and subregional seminars, to be funded from extra-budgetary sources, will be organized for trade unions in Central and Eastern

Europe and in developing countries which are undergoing transition to a market economy. The seminars will provide information, guidance and practical knowledge on: collective bargaining; workers' representation and participation in decision-making at the enterprise level; workers' welfare schemes and social security safety nets; the administration of public social services; and the financing of trade union activities.

230.19. In support of these activities, teaching aids will be prepared, including explanatory booklets, leaflets and flip charts. Workers' education manuals will continue to be translated into the languages of the countries concerned. Technical advisory services will also be provided to trade unions on the above issues.

230.20. Advisory services will be provided to workers' organizations to strengthen their training programmes on the economic integration processes which have been initiated in many parts of the world. Curricula and study materials will be prepared on: the social dimensions of these processes; workers' participation in efforts to harmonize labour legislation and protect basic trade union rights and working conditions; the creation and functioning of tripartite institutions and workers' participation in them; and workers' access to information. The experience of trade unions in economically integrated areas will be made available to workers' organizations which are now confronted with these challenges.

Institution-building and general workers' education

230.21. The objective of this subprogramme is the development of proper infrastructures for workers' education programmes and activities within workers' organizations. The subprogramme also aims to assist trade unions to adapt workers' education structures to changing conditions and new industrial relations environments. Provision is made for assistance to workers' organizations to advance workers' access to both formal and non-formal education and to press for the ratification and implementation of the Paid Educational Leave Convention, 1974 (No. 140), and the observance of the resolution concerning workers' access to education and the role of the International Labour Organization, adopted by the Conference in 1986.

230.22. General workers' education is taking on even greater importance in the light of recent developments in Central and Eastern Europe and in a number of developing countries, where trade unions are being reorganized along new lines. The activities of this subprogramme in the field of collective bargaining are designed to cater for the needs of negotiators at the enterprise, industrial and national levels. The activities will include the dissemination of information on: relevant ILO standards; the drafting of collective agreements; bargaining techniques; and the collection of information and statistics for the preparation of the bargaining process. Educational materials and training activities will focus on grievance handling procedures. Emphasis will also be placed on training activities which cover the specific needs of migrant workers. The workers' education teaching guide *Trade unions and migrant workers* and basic instruction aids for trade unions will be revised.

230.23. The development of adequate workers' education programmes requires careful identification of the educational needs of trade union organizations as well as proper management of workers' education institutions and programmes. Support will be provided for the development of materials aimed at strengthening the capacities of those responsible for workers' education in trade unions through the provision of technical information on managerial, administrative and operational skills and techniques. Advisory services and assistance will be provided to workers' organizations in areas such as: the development of guidelines on strategic planning techniques, with a view to integrating the objectives of trade unions and workers' education bodies into their education programmes; and the use of new technologies in the planning, administration and operation of workers' education programmes with a view to enhancing their efficiency. A series of seminars will be organized on management techniques and information and communication systems with a view to enhancing the capacity of trade unions to manage their organizations and related services. Work will also be undertaken to stimulate the introduction and development of workers' education techniques and methodologies designed to use the skills and experience of the participants. A regional seminar on methodology and teaching skills will be held in Asia for 25 workers' educators, possibly in cooperation with UNESCO. National seminars for the training of trainers will continue to be held in developing countries.

230.24. The work of the subprogramme will emphasize the importance of continuous evaluation of the effectiveness of workers' education programmes and, in particular, their impact on the strengthening of workers' organizations. Advisory services will be provided and a manual will be prepared on how a structured and continuous evaluation process can help workers' education programmes adapt to changing conditions and challenges. When existing manuals are updated and reprinted, the sections on evaluation will be strengthened.

230.25. Special assistance will be provided to trade unions in southern Africa to help them play an effective role in the development of societies based on democratic and participatory principles. Support will be provided for advisory services and training to improve the capacity of trade unions in the region to formulate and develop policies on socio-economic matters. These activities will include training for workers' representatives on the functioning of bipartite and tripartite structures.

230.26. Fellowships, grants and contributions continue to be an important means of action in the field of workers' education. Study programmes will be organized in Geneva for trade union groups and individuals from both developing and industrialized countries. These programmes will be supported through the provision of training and information materials and the services of ILO officials and experts. Advanced training courses will be held at the Turin Centre on subjects such as management skills development, the application of new technologies in workers' education, the production and adaptation of low-cost training materials, the financial analysis of enterprises, collective bargaining, and occupational health and safety and environmental protection. Four issues a year of the *Workers' Education* Journal will be published in English, French and Spanish, some of which will be devoted to specific aspects of workers' education. Significant changes will be made to this publication with a view to assisting workers' educators to meet their new challenges.

Role of workers' education in occupational safety and health and the environment

230.27. The objective of this subprogramme is to provide workers and their representatives with education and training on occupational safety, health and environmental issues, with a view to their active participation at the enterprise, community and national levels. Assistance will be provided so that workers and their representatives can develop the skills to become effective members of safety committees and influence decisions concerning occupational safety, health and the environment. This will enhance the capacity of workers and their representatives to influence the implementation of measures designed to improve working conditions and protect workers' lives. The work of the subprogramme will continue to emphasize the linkage between environmental protection and sustainable development from a workers' perspective, with a view to the participation of workers' organizations at all levels in the development of local, national and international policies on environment and development.

230.28. Workers, particularly in developing countries, continue to be faced with a range of occupational safety, health and environmental problems as a direct result of inappropriate transfers of technology, the dumping of toxic wastes, industrial disasters, the lack of meaningful safety and health legislation, inadequate enforcement of legal provisions and, most importantly, lack of awareness. The daily toll of industrial accidents and occupational disease on their members inevitably brings the subject of occupational safety and health directly into the sphere of trade union action, and workers' organizations have embarked on the development of appropriate education and training programmes for their members. These programmes are now being expanded to incorporate environmental considerations. In order to meet the steady increase in requests for assistance in the design, preparation and implementation of workers' education activities in this field, emphasis will be placed on the provision of advisory services. Activities for the training of trainers will be undertaken at the national level to deal with the specific occupational safety, health and environmental problems identified by workers' organizations.

230.29. As more member States introduce new health and safety legislation requiring the establishment of joint worker/management safety committees (as set out in the Occupational Safety and Health Convention (No. 155) and Recommendation (No. 164), 1981), appropriate advisory services and skills training will be provided. These activities will support the active participation of workers' safety representatives at the enterprise, national and regional levels. Particular attention will be paid to the occupational health, safety and environmental problems of the rural sector, women and other disadvantaged groups. Workers' education activities in safety and health will be expanded to cover alcohol and drug abuse, AIDS and broader environmental concerns. The importance of international labour standards to workers, and particularly the most recent safety and health standards, will continue to be stressed.

230.30. Teaching aids, including course curricula, will be developed, taking into account the needs of specific target groups. Workers' education video films will be prepared on the impact of chemicals on workers and the environment. The activities of the subprogramme will complement those of technical cooperation programmes in this connection and RBTC funds will be used to finance the necessary research and needs assessment for the development of new long-term workers' education technical cooperation projects on occupational safety, health and the environment. In view of the rapid introduction of new technologies, advances in safety and health information at the workplace and in legislation, the manual *Labour inspection* will be revised in cooperation with major programme 80 (Industrial relations and labour administration).

Strengthening and developing rural workers' organizations

230.31. The objective of this subprogramme is to strengthen organizations representing rural workers. This objective will be met through advisory services and training activities addressing issues such as: awareness of international labour standards and their relevance to rural workers' organizations; the development of skills for employment; occupational health, safety and the environment; workers' education to respond effectively to the introduction of new technologies and other economic factors; the training of trainers; and the training of vulnerable groups such as women, young workers, migrant workers and indigenous peoples. Assistance will also be provided to national and international trade union organizations which support rural workers' organizations in developing countries.

230.32. Teaching and audio-visual aids for workers' education, including booklets, video cassettes, flip charts, slide kits and other training aids specifically adapted and designed for use in training activities for rural workers, will be prepared in support of technical advisory services and technical cooperation activities. Taking into consideration the need for simple materials targeted at workers with no formal education and with special problems of illiteracy, particular attention will be given to: making labour standards accessible; equality issues; and the development of appropriate materials which address the health, safety and environmental needs of rural workers. Course topics, hand-outs and leaflets drawing attention to the main aspects of workers' education in rural areas will be produced and articles will be published in the *Workers' Education* Journal. These activities will be carried out in collaboration with major programme 60 (Employment and development).

Regional specialists on workers' education

230.33. Provision is made for specialists on workers' education in Africa, the Americas, the Arab States, and Asia and the Pacific. These specialists will report to the major programme at headquarters and will collaborate closely with the directors of the regional major programmes and the multidisciplinary teams. The advisers will be assigned to work in the field, and provision is made for their travel on mission.

Technical cooperation

230.34. It is expected that approximately $12.8 million in extra-budgetary resources will be available for technical cooperation activities under this subprogramme. These resources will be used to conduct seminars, symposia and related events at the national and inter-country levels to promote the workers' education programmes of trade unions. They will also cover: the provision of fellowships to trade union activists and labour leaders; the holding of trade union courses at the Turin Centre; and advisory missions and research efforts. Emphasis will be placed on the involvement of women, young persons and vulnerable groups in these activities. Efforts will be made, in close cooperation with trade union organizations in industrialized countries, to enlarge the community of donors for workers' education projects.

230.35. In addition, RBTC resources amounting to some $3.8 million will be made available to: support workers' education activities for trade unions; provide technical advisory services; support the production of teaching aids; assist the preparation and production of study materials for trade unions; support a set of workers' education courses at the Turin Centre; assist ILO training activities at the regional, subregional and national levels; provide grants to rural workers' organizations; and assist workers' education activities undertaken in collaboration with other major programmes on a cost-sharing basis. As in the past, some of these resources will be used to respond to specific requests from workers' organizations.

Major Programme 230. Workers' Activities

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
230.1. BUREAU MANAGEMENT AND RELATIONS										
WORKERS' RELATIONS	10/04	4/06	1,590,558	114,689	1,705,247	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	3/08	3/06	755,130	35,772	790,902	-	-	-	-	-
1994-95 TOTALS	**14/00**	**8/00**	**2,345,688**	**150,461**	**2,496,149**	-	-	-	-	-
1992-93 TOTALS	**12/00**	**8/00**	**2,098,656**	**131,346**	**2,230,002**	-	-	-	-	-
230.2. WORKERS' EDUCATION										
WORKERS' EDUCATION FOR WORKERS' RIGHTS	3/07	-	442,599	182,000	624,599	-	-	-	-	-
WORKERS' PARTICIPATION IN SOCIAL AND ECONOMIC DEVELOPMENT AND STRUCTURAL ADJUSTMENT	3/11	-	483,771	87,000	570,771	-	-	-	-	-
INSTITUTION BUILDING AND GENERAL WORKERS' EDUCATION	4/00	-	494,064	1,086,508	1,580,572	-	-	-	-	-
ROLE OF WORKERS' EDUCATION FOR THE OCCUPATIONAL SAFETY AND HEALTH AND THE ENVIRONMENT	3/04	-	411,720	76,000	487,720	-	-	-	-	-
STRENGHTHENING AND DEVELOPING OF RURAL WORKERS' ORGANIZATIONS	3/00	-	370,548	58,000	428,548	-	-	-	-	-
REGIONAL SPECIALISTS IN WORKERS' EDUCATION	8/00	-	988,128	100,000	1,088,128	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	3,804,700	3,804,700	-	-	-	12,803,000	12,803,000
PROGRAMME MANAGEMENT AND SUPPORT	2/00	10/04	968,588	26,876	995,464	2/06	-	308,790	898	309,688
1994-95 TOTALS	**27/10**	**10/04**	**4,159,418**	**5,421,084**	**9,580,502**	**2/06**	-	**308,790**	**12,803,898**	**13,112,688**
1992-93 TOTALS	**20/01**	**10/04**	**3,452,928**	**5,288,853**	**8,741,781**	**3/11**	-	**491,238**	**9,430,000**	**9,921,238**

Major Programme 235. Public Information

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
PUBLIC INFORMATION	16/07	13/08	3,002,623	1,272,210	4,274,833	-	-	-	-	-
1994-95 TOTALS	**16/07**	**13/08**	**3,002,623**	**1,272,210**	**4,274,833**	-	-	-	-	-
1992-93 TOTALS	**17/00**	**13/00**	**3,007,536**	**907,297**	**3,914,833**	-	-	-	-	-

235.1. The purpose of this major programme is to make the aims, activities and achievements of the ILO better known and to create support, mainly through the mass media, for technical activities within the ILO's field of competence. More specifically, its aims are: to create and develop informed opinion in governments, employers' and workers' organizations, non-governmental organizations and among individuals in support of the Organization; to encourage new constituents to make greater use of the services it can offer; to disseminate the decisions of the Conference, Governing Body and other meetings as widely as possible; and to advise the Office on coverage of the ILO and labour-related issues in the mass media throughout the world.

235.2. As in past biennia, the programme of work covers the whole spectrum of public information activities and includes press relations, publication of a periodical review and articles for the media, regional information activities, audiovisual information and the production of general information material and of a press review within the limits of the resources available. Visual information will continue to include a modest video component which is to be developed through access to United Nations studio facilities.

235.3. The overall resources for this major programme are $360,000 higher in real terms than in the biennium 1992-93. As a result of an internal reorganization of the functions of the Bureau, the staff resources are reduced by 0/05 Professional work-year. This reduction is offset by an increase in General Service support of 0/08 work-year and an increase of some $365,000 in non-staff resources, mainly under external collaboration, for public information activities in the regions and also for activities related to the commemoration of the 75th anniversary of the founding of the ILO and the 50th anniversary of the Declaration of Philadelphia, as detailed below under the heading "Special events".

Press releases and relations with the media

235.4. The principal aims of these activities are to maintain relations with the media and to provide the media with information on the ILO. Press releases on ILO activities are distributed selectively, in various languages, to the media, to employers' and workers' organizations, technical journals, interested organizations and individuals. Contacts are maintained with key editors and specialized correspondents to encourage accurate and favourable reporting of ILO activities. Contacts with the media outside Geneva may involve inviting a journalist to cover a specific event, or seeking external contributions, including audiovisual programmes.

International Labour Conference

235.5. Provision is made to cover the services provided by staff under this major programme to the International Labour Conference, as well as for preparatory and follow-up work.

The World of Work

235.6. Provision is made for the production and dissemination of *The World of Work*, which replaced *ILO Information* in November 1992. This 24-page publication (three times the size of its predecessor) is aimed chiefly at the Organization's constituents and to all those who in various capacities follow developments in the world of work. Each issue includes a feature "dossier", substantive articles, news, reports and interviews, together offering a wide range of information on international labour trends and vividly conveying the ILO's spirit of partnership. *The World of Work* also provides the media with facts and figures which can be passed on to the public at large. To enhance their impact, some articles are reprinted separately and distributed to the media in advance. *The World of Work* also offers effective support for regional information activities: one section, entitled "Regions", includes not only editorials, such as those contained in the former supplement *Focus on Africa*, but also news and articles on Latin America and Asia. During the biennium 1994-95, ten issues will be published at headquarters in four languages (English, French, Spanish and German), as well as a special edition for North America. Editions produced outside headquarters will continue to appear regularly under various titles and at varying intervals, in Rome (in Italian), Copenhagen and Helsinki (Danish, Finnish, Norwegian and Swedish), Prague (Czech), Bratislava (Slovak), Budapest (Hungarian), Nis (Serbo-Croat), Moscow (Russian) and Beijing (Chinese). Issues will also be published in Japanese, Urdu and Indonesian by the ILO offices in Tokyo, Islamabad and Jakarta. The Bureau of Public Information will continue to supply the texts for these editions and will coordinate editorial policy. Resources for the Arabic edition, produced in Geneva, are provided under major programme 265 (Field programmes in Arab States).

Features service

235.7. Following the restructuring of the Bureau of Public Information, this service, which distributes articles to the media (press agencies, major dailies, radio and television stations and publications produced by the ILO's constituents), has replaced the press kit (*The World of Labour and Development*) and the Regional Media Service. Distribution will be timed to optimize impact and articles will be either general or regional in scope according to their subject. Some 60 articles will be issued during the biennium in four languages (English, French, Spanish and German). Some will also be translated and distributed in Arabic.

Regional information support

235.8. Provision is made for the coordination of information activities in Lima, Bangkok and Abidjan, and for the drafting of articles for the features service and the regional section of *The World of Work*.

Audiovisual information

235.9. A number of video reportages will be produced from field missions and accumulated video footage on labour questions to illustrate and improve understanding of the ILO's activities. These video films, of which eight will be produced during the biennium, are mainly intended for the mass media and will be produced largely as co-productions with other agencies in the United Nations system and private producers. Provision is also made for updating and copying the ILO basic film. Regular monthly taped radio programmes on ILO activities will continue to be produced in English, French and Spanish, as well as short bulletins for inclusion in United Nations broadcasts and news bulletins relayed by international public or private radio stations, mainly during the International Labour Conference. Resources are also included for photographs to illustrate ILO publications and to manage the photograph library. Several video animations of still photographs in the picture library will be produced for use in meetings and for public information purposes.

Public information publications

235.10. Provision is made for a modest reprinting of an updated version of the basic booklet entitled *The ILO and the World of Work* in English, French, Spanish or German as required. The general leaflet, *The International Labour Organization*, will be updated and printed in 20 languages.

Special events

235.11. This major programme also contains a provision of $100,000 for activities relating to the commemoration of the 75th anniversary of the founding of the ILO and the 50th anniversary of the Declaration of Philadelphia, which will take place in 1994, taking into account consultations with the Officers of the Governing Body on the preparation of such activities.

Major Programme 240. Liaison Office with United Nations, New York

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
LIAISON OFFICE WITH UNITED NATIONS, NEW YORK	4/00	10/00	1,034,064	688,000	1,722,064	-	-	-	-	-
1994-95 TOTALS	**4/00**	**10/00**	**1,034,064**	**688,000**	**1,722,064**	-	-	-	-	-
1992-93 TOTALS	**4/00**	**10/00**	**1,091,904**	**729,400**	**1,821,304**	-	-	-	-	-

240.1. This major programme provides for the maintenance of close liaison with the headquarters of the United Nations and other UN bodies in New York, as well as with national delegations, representatives of intergovernmental and non-governmental organizations accredited to the UN and employers' and workers' organizations participating in or observing UN activities. The Liaison Office keeps ILO headquarters and external offices promptly and continuously informed of developments relating to ILO activities, and ensures that ILO policies, views and experience are appropriately presented to United Nations bodies. It is also responsible for the representation of the ILO at UN and other meetings in New York.

240.2. In the future it is envisaged that the Liaison Office will devote more resources to the analysis and definition of the ILO's position, following close contact with headquarters, for presentation to the General Assembly and other UN bodies. Instead of attempting, as in the past, to cover a wide range of UN-related meetings, the Liaison Office staff will concentrate on a smaller number of meetings which correspond to ILO core priorities and will seek to influence their outcome in accordance with these priorities.

240.3. A net reduction amounting to some $99,000 is proposed in the resources to be attributed to this major programme. The Professional staff costs are reduced as a result of an adjustment in the level of the Director's position, and the provision for non-staff costs is also reduced. As in the past, the provision for travel will be used for the missions of the Director of the Liaison Office and also for the participation of specialized staff from headquarters in UN meetings especially during the General Assembly. The public information work of this major programme will continue to be covered through external collaboration resources.

Major Programme 250. Field Programmes in Africa

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFES-SIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RE-SOURCES
250.01	REGIONAL MANAGEMENT	2/00	2/00	490,436	153,566	644,002
250.02	REGIONAL TECHNICAL PROGRAMMES	90/00	44/00	12,001,614	6,282,500	18,284,114
250.03	RELATIONS, SERVICE AND SUPPORT	11/00	55/00	3,173,666	1,000,510	4,174,176
250.04	NETWORK OF OFFICES	36/00	166/00	7,244,186	2,309,070	9,553,256
1994-95	**TOTALS**					
	REGULAR BUDGET	139/00	267/00	22,909,902	9,745,646	32,655,548
	OTHER SOURCES	17/03	31/05	2,679,796	135,367	2,815,163
1992-93	**TOTALS**					
	REGULAR BUDGET	134/09	254/00	22,279,645	9,000,734	31,280,379
	OTHER SOURCES	13/00	29/00	2,144,420	54,250	2,198,670

250.1. The main objective of this major programme is to ensure that ILO activities in Africa are developed and carried out in accordance with the needs and wishes of member States in the region, as reflected in the conclusions and resolutions of successive regional conferences, including those to be adopted by the Eighth African Regional Conference which, following the decisions concerning programme reductions in the biennium 1992-93 approved by the Governing Body at its 254th Session (November 1992), will be held in Mauritius early in 1994. Emphasis will be placed on ensuring that the ILO's activities in the region are determined through a continuing dialogue with governments and the social partners, in line with the concept of active partnership described in the Introduction.

250.2. In view of the continuing economic and social crisis in Africa, and the efforts of governments in the region to restructure their economies in favour of sustainable development, the activities of this major programme in the biennium 1994-95 will be designed to promote the objectives of equitable growth, employment generation and poverty alleviation through appropriate development strategies and policies. Particular emphasis will be given to strengthening the capacity of ministries of labour and social affairs to play a more effective role in national development planning and in the design of active employment policies. In addition, the programme of activities will seek to support the democratization process in the region through the strengthening of tripartism and the promotion of human rights and trade union rights in African member States.

250.3. In pursuit of these objectives, the activities of the major programme will include:

- the promotion of structural adjustment policies which are consistent with the goals of employment promotion and the alleviation of poverty;
- the promotion of employment-intensive development strategies, with particular emphasis on improving the utilization of local resources and labour in productive activities in the urban informal sector and rural areas;
- the integration of vulnerable groups such as migrant workers, refugees, displaced persons and the disabled in the overall development process;
- the promotion of small and medium-sized enterprises and cooperatives in urban and rural areas with a view to increasing employment;
- the development of human resources through appropriate training policies and corresponding vocational training and rehabilitation programmes which are also accessible to workers in rural areas and the urban informal sector;
- the promotion of effective popular participation in the development process, and particularly of employers' and workers' organizations in public decision-making, and of women and young people in community development activities;
- the promotion of tripartism through strengthening labour ministries and free and independent employers' and workers' organisatons;
- the promotion of international labour standards; and
- the social protection of workers, including safety at the workplace.

250.4. Provision is made under this major programme for: the development and management of ILO activities in the region; the provision of technical advice and the development of technical cooperation; the collection, analysis and dissemination of information on economic and social conditions in the countries of the region; the dissemination of information on the ILO; the maintenance of relations with government agencies, and employers' and workers' organizations; and collaboration with UNDP resident coordinators, the Organization of African Unity (OAU), the UN Economic Commission for Africa (ECA), the African Development Bank (ADB), the Pan-African Employers' Confederation, the Organization of African Trade Union Unity (OATUU); and other UN and regional governmental and non-governmental organizations. The activities of the major programme will contribute to the UN system-wide plan of action for Africa. As regards the process of political and constitutional change in South Africa, the ILO will continue to support the liberation movements of South Africa until the goals of a democratic government and free and independent multi-racial employers' and workers' organizations are achieved in accordance with the Declaration adopted by the Conference in 1988. As these proposals were being finalized, it was the Director-General's view that the opening of an ILO office in this country was an issue which should be kept under continuing review.

250.5. These activities will be carried out during the biennium by the Regional Office in Abidjan, and a network of ten ILO offices and five multidisciplinary teams, which will provide technical advisory services to member States. The functions of these teams are described in detail in the Introduction to this document.

250.6. The regular budget resources for this major programme will amount to some $32.7 million for the biennium, which constitutes an increase of some $1.4 million in constant dollars, equivalent to a rise of 4.4 per cent over the level for the biennium 1992-93. This increase includes an additional provision of 3/00 Professional work-years under programme 250.2 (Regional technical programmes) for technical adviser positions in the multidisciplinary teams. In accordance with the redefinition of the use of RBTC resources, as described in the Introduction to this document, the regional technical programmes line relating to the biennium 1992-93 in the resource table appearing at the end of this text covers both: the regional advisers, their support costs and staff travel, which were financed from the regular budget in 1992-93; and other regional advisers and local staff, who were financed from RBTC credits in the same biennium.

250.7. Under programme 250.3 (Relations, service and support) the level of resources is similar to the present level, with the increase of 4/00 local General Service work-years being largely offset by a decrease of 0/09 Professional work-year. Under programme 250.4 (Network of offices), additional resources amounting to 12/00 local General Service work-years are provided to cover the increased responsibilities of ILO offices for the financial management of technical cooperation projects. An additional 2/00 Professional work-years are provided for the Antananarivo office. Programme Support Income is expected to be increased by some $616,000, as compared to the biennium 1992-93.

250.1. Regional management

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	2/00
GENERAL SERVICE WORK-YEARS	2/00
NON-STAFF COSTS	$153,566
TOTAL	**$644,002**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	-
GENERAL SERVICE WORK-YEARS	2/00
NON-STAFF COSTS	-
TOTAL, EXCLUDING TECHNICAL COOP.	**$139,656**
TECHNICAL COOPERATION	-

250.8. Provision is made under this programme for the general management and coordination of all activities carried out under the major programme. Thus provision is made for the Assistant Director-General in charge of ILO activities in the region, as well as for secretarial support and missions.

250.2. Regional technical programmes

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	90/00
GENERAL SERVICE WORK-YEARS	44/00
NON-STAFF COSTS	$6,282,500
TOTAL	**$18,284,114**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	1/00
GENERAL SERVICE WORK-YEARS	4/00
NON-STAFF COSTS	$120,710
TOTAL, EXCLUDING TECHNICAL COOP.	**$284,226**
TECHNICAL COOPERATION	-

250.9. In accordance with the Director-General's policy to streamline the organization of ILO technical capacity in the field, as outlined in the Introduction to these proposals, provision is made for the establishment of five multidisciplinary advisory teams in Africa, with the terms of reference indicated in the Introduction. Close collaboration will be maintained between the teams and headquarters technical major programmes. In the biennium 1994-95, these teams will be provisionally located in Abidjan, Addis Ababa, Cairo, Dakar and Harare. In future biennia it may be appropriate to locate the teams elsewhere. Each team will be made up of several technical advisers with professional expertise corresponding to the various technical fields falling within ILO's basic mandate and competence.

250.10. The multidisciplinary teams will vary in size, reflecting differences in geographical coverage. Each team will include advisers on labour standards and legislation, and employers' and workers' activities as core disciplines, together with specialists in other fields, such as employment promotion, training, conditions of work and social protection, enterprise and cooperative development, labour statistics and women's employment issues. Differences in the composition of each team will reflect the technical assistance needs and programme requirements of the countries served. Account will also be taken of the links and complementarity between the various specializations, which should make it possible to combine disciplines in the staffing of the various teams. Indications concerning the provisional composition of each team are given below, on the understanding that some advisers may cover more than one field. The flexible composition of the teams and their collaboration within the region and with headquarters' technical major programmes will improve the ILO's capacity to respond to requests for assistance from member States.

250.11. The five multidisciplinary teams, under the supervision of the regional director, will provide support to ILO offices in the region, particularly for the programming, coordination and management of operational activities. The teams will be the focal points for the provision of technical assistance to the ILO's tripartite constituents at the national, subregional and regional levels. They will participate in the formulation of ILO country and subregional objectives, strategies and programmes and will backstop the technical cooperation activities associated with these programmes.

Central and West Africa Multidisciplinary Advisory Team

250.12. In common with the other teams in the region, this team, which will provisionally be located in Abidjan, will be mainly concerned with employment and labour problems associated with the overall development process in the countries that it covers. Its primary objective is to assist countries and subregional organizations to identify and implement development policies and programmes aimed at: maximizing productive and freely chosen employment; reducing unemployment and underemployment; and improving the distribution of income as a means of combating poverty. Emphasis will be placed on the promotion of effective popular participation in the overall development process. The activities of the team will include the provision of advisory services on: how to incorporate employment and social concerns into national development plans; training and retraining programmes for gainful employment; and the formulation of policies and programmes in favour of medium and small-scale enterprises in both urban and rural sectors. Technical assistance will be provided with a view to meeting the employment needs of disadvantaged groups in the labour force, such as migrant workers, youth and women, as well as in support of vocational rehabilitation programmes for the disabled. Assistance will also be provided to governments, and particularly ministries of labour, to strengthen their technical capacity for the collection and analysis of the labour statistics required for the formulation and implementation of employment and social policies. The activities of this and the other teams in the region will contribute to increased awareness of international labour standards among ILO constituents through the provision of assistance at the national level for the ratification and application of Conventions.

250.13. The following countries will be covered by the team: Angola, Benin, Burkina Faso, Burundi, Cameroon, the Central African Republic, Chad, Côte d'Ivoire, Equatorial Guinea, Gabon, Ghana, Niger, Nigeria, Rwanda, Sao Tome and Principe, Togo and Zaire. In this respect, the team will serve ILO offices located in Abidjan, Lagos, Kinshasa and Yaoundé. It will also provide technical support to the two subregional centres, CIADFOR (training) and CRADAT (labour administration), for the implementation of their operational activities and field projects. The team will be provisionally composed of 14 technical advisers.

East Africa Multidisciplinary Advisory Team

250.14. This team, which will be provisionally located in Addis Ababa, will focus attention on the alleviation of poverty through support for the programmes of governments, employers' and workers' organizations and subregional organizations to facilitate employment creation and human resources development. Particular attention will be paid to the plight of migrant workers and displaced persons affected by civil unrest and the socio-economic crisis. The special situation of the countries in the Horn of Africa and the island economies of the Indian Ocean will also be highlighted. The activities of the team will focus on issues relating to: labour market policies and employment planning and their adaptation to the requirements of structural adjustment; the institutional framework and policies for training, with a view to increasing the effectiveness and coverage of training systems; the development of small and medium-sized enterprises, including cooperatives, in both the urban and rural sectors; the promotion of tripartism through sound industrial relations practices in support of employment and social objectives; and the harmonization of economic and social policies in support of regional integration.

250.15. The team will provide technical support to the ILO offices in Addis Ababa, Antananarivo and Dar-es-Salaam. The countries covered by the team are: Comoros, Djibouti, Ethiopia, Kenya, Madagascar, Mauritius, Seychelles, Somalia, the United Republic of Tanzania and Uganda. The team will collaborate with both the OAU secretariat and the UN Economic Commission for Africa on technical programmes. It will provisionally be composed of nine technical advisers.

North Africa Multidisciplinary Advisory Team

250.16. The main objective of the team in North Africa will be to assist ILO constituents in Egypt and the Sudan to raise the level and quality of employment and manpower utilization in the wider context of economic development, and thereby contribute to social development and the alleviation of poverty. In this regard, the team will work in close collaboration with the Arab States multidisciplinary team and will also receive support from the East Africa multidisciplinary team. The activities of the team will include the provision of technical advisory services on: employment policies and manpower planning; working conditions and environmental issues; and labour law and labour relations. The team will be staffed by three technical advisers to cover these fields and will provisionally be located in Cairo.

North-West Africa Multidisciplinary Advisory Team

250.17. This team will address a wide range of problems and issues, including employment promotion, poverty alleviation, human resources development and the social protection of workers in a group of African countries ranging from the more industrialized and middle-income economies of the Maghreb subregion to some of the most precarious rural-dominated economies of the Sahel, which are among the poorest in the continent. The labour-related issues that will be dealt with by the team through the provision of advisory services to governments include: privatization, international migration, employment in the rural and informal sectors, vocational training and retraining, entrepreneurship development and regional integration. The team's activities will also include the provision of advisory services to employers' and workers' organizations to increase their involvement in the decision-making process as the social partners of the government in the context of tripartite participatory democracy.

250.18. This team will work closely with the ILO offices in Algiers and Dakar, and will carry out work in the following countries: Algeria, Cape Verde, the Gambia, Guinea, Guinea Bissau, Liberia, the Libyan Arab Jamahiriya, Mali, Mauritania, Morocco, Senegal, Sierra Leone and Tunisia. The team will provisionally be composed of seven technical advisers and located in Dakar.

Southern Africa Multidisciplinary Advisory Team

250.19. The objectives and activities of this team relating to employment and other fundamental ILO concerns will be closely linked to the current and emerging political and socio-economic developments in the southern African subregion as a whole. These will primarily concern the outcome of political and constitutional changes in South Africa and their implications for neighbouring countries. Taking account of these developments, this team will aim to: strengthen national capacity for effective employment-oriented and human resources development planning; promote equality of access to employment, training and socio-economic opportunities; reduce income inequalities and wide disparities in working conditions and living standards between the different socio-economic and population groups; and assist trade unions in collective bargaining and other aspects of industrial relations. The activities of the team will in due course reflect the programme requirements of the subregion in the post-apartheid period. This team will also be concerned with the important issue of regional integration and will provide direct technical support to the regional labour administration centre, ARLAC. Advisory services will be made available to relevant subregional organizations, such as the Southern African Labour Commission (SALC), the Southern African Development Coordination Conference (SADCC) and the Preferential Trade Area for Eastern and Southern African States (PTA) in accordance with the ILO's mandate.

250.20. This team will provide technical support to the ILO office in Lusaka, and will also work closely with the ILO senior adviser in the UNDP office in Namibia. The countries covered by the team will include: Botswana, Lesotho, Malawi, Mozambique, Namibia, Swaziland, Zambia and Zimbabwe. It is envisaged that South Africa will also be covered by this team when an official relationship is re-established between the ILO and that country. The team will provisionally be composed of ten technical advisers and located in Harare.

ILO activities in the main technical fields

International labour standards

250.21. The objective of the activities carried out in the field of international labour standards by the five multidisciplinary teams in the Africa region will be increased awareness of relevant standards among ILO constituents and the wider observance of standards. Taking into account the need to emphasize the relationship between international labour standards and the conditions under which people live and work, particularly in the context of the process of democratization and economic transition in the region, the multidisciplinary teams will advise and assist governments with regard to the measures needed to encourage and facilitate the ratification and implementation of Conventions concerning freedom of association, human rights, popular participation, social protection of workers and other issues. In addition, the teams will advise ministries of labour on how to respond to the observations of the Committee of Experts on the Application of Conventions and Recommendations, the Conference Committee on the Application of Standards and the Committee on Freedom of Association. Where appropriate, the teams will also provide advisory services to governments on the preparation of replies to questionnaires concerning ratified Conventions and proposed new standards. The links between ILO technical cooperation and the application of international labour standards will be emphasized through the collaboration between the adviser on standards and other team members, including those concerned with employers' and workers' activities. In addition to its advisory work, the teams will organize national and subregional workshops on standards.

Employment and development

250.22. The activities carried out in this field are aimed at the creation of jobs and the alleviation of poverty. These objectives are particularly significant in a region in which many member States are facing a serious socio-economic crisis and high levels of unemployment. The activities of the multidisciplinary teams will be designed to support the efforts of governments and the social partners, as well as those of regional and subregional organizations, to raise employment and income levels in both rural and urban areas as part of the process of economic recovery and the transition towards sustainable development. Given that many countries in the region are implementing structural adjustment programmes, which affect employment and related social objectives, the teams will advise governments on the design and implementation of macroeconomic adjustment policies which minimize the negative effects on employment and income levels. At the micro-economic level, advisory services will be made available to the competent authorities and to non-governmental organizations both nationally and locally on ways of stimulating growth and creating jobs in the informal sector and in small enterprises, while at the same time emphasizing the need for social protection and the improvement of working conditions in this sector. Multidisciplinary advisory missions to member States will also analyse and furnish advice on the implications of employment and development policies for training, labour relations and social security. The special employment needs of disadvantaged socio-economic groups in the labour force, including migrant workers, refugees, displaced persons and the disabled, will be taken into account in the provision of advisory services. In some countries in the region, advisory services will also be provided on employment-intensive infrastructure programmes designed to generate employment and raise labour productivity, especially in rural areas. These activities will be undertaken in collaboration with major programme 60 (Employment and development).

Enterprise and cooperative development

250.23. The activities in this field are aimed at promoting efficient private sector enterprises and cooperatives, which are instrumental in creating more employment and raising productivity in both urban and rural areas. In view of the trend towards privatization in development strategies throughout the region, the multidisciplinary teams will work closely with governments and employers' and workers' organizations in member States to define their respective roles as social partners in a market-oriented and free enterprise setting. In particular, advisory services will be provided for the development of small and medium-sized enterprises with high employment potential in both urban and rural areas. An important concern of the teams will be the adoption of practical measures and policies to stimulate growth in the urban informal and rural sectors, through the full integration of small businesses and cooperatives and similar institutions into the overall development process. The activities of the teams will also include the organization of tripartite and group-specific workshops designed to focus on the role of the private sector and the process of privatization in promoting employment-led growth and sustainable development.

Training

250.24. The objective of activities carried out in this field is to enable ILO constituents in the region to formulate sound national and sectoral training policies and to establish vocational and similar institutions for the implementation of training policies. In the advisory services provided by the multidisciplinary teams, emphasis will be placed on improving the effectiveness of training systems and, in particular, on catering for the training needs of target groups such as young workers, women, displaced persons and migrant workers. Wherever necessary, the teams will emphasize and elaborate on the need to accord a high priority to skill development for productive employment in the urban informal sector and rural areas. Vocational rehabilitation activities will be promoted and supported by the teams as an effective means of integrating disabled persons into society. Activities in this field will be carried out in cooperation with major programmes 70 (Training) and 75 (Turin Centre). The ILO will continue to provide technical support to the Inter-African Centre for the Development of Vocational Training (CIADFOR) in Abidjan and to related national institutions.

Tripartism

250.25. The broad objective of the various activities carried out under this heading is the establishment by member States in the region of efficient tripartite structures. This involves increasing the efficiency and effectiveness of government ministries and departments responsible for labour and social issues and enhancing the capacity of employers' and workers' organizations to defend their members' interests and thereby contribute to sound industrial relations. Advisory services will be provided by the multidisciplinary teams to ILO constituents on questions relating to labour legislation and industrial relations, labour administration and inspection, as well as on the ways and means of increasing worker and employer participation in economic decision-making. The activities of the teams in this field will be undertaken in collaboration with the two African regional centres for labour administration (ARLAC in Harare and CRADAT in Yaoundé) and in collaboration with major programmes 225 (Employers' activities) and 230 (Workers' activities).

Conditions of work and social protection

250.26. The objective of work in this field is to increase the capacity of member States in the region to improve working conditions and the environment and to develop and manage efficiently social security schemes and similar institutional arrangements designed to provide social protection to workers. Activities will include: the provision of advisory services for the improvement of the working environment and the promotion of occupational safety and health; assistance in developing and managing information collection systems on safety and health; and the technical backstopping of national and subregional safety and health projects. In the area of social security, activities will focus on support for the development and extension of social security schemes. Attention will also be paid to the need to harmonize social security systems within the region.

Women workers' questions

250.27. The objective of activities carried out in this field is to improve the participation of women in the economic, social and other spheres of development in the region. Priority will be given to activities aimed at achieving equality of opportunity and treatment for women in employment and the integration of women into public decision-making bodies at all levels. Assistance will be provided to ILO constituents in member States in order to increase the participation of women in decision-making within their institutions and organizations. In implementing these activities, full account will be taken of relevant regional and subregional strategies and programmes adopted by intergovernmental and non-governmental organizations to promote women's participation in development. The issues addressed will include: methods of measuring wage differentials and job segregation; legal and institutional barriers (such as non-access to credit) to income-earning opportunities for women in the informal and small-scale business sectors; policy options, strategies and practical measures for promoting equality in employment; and the promotion of awareness about international labour standards which are of particular concern to women workers.

Labour statistics

250.28. The objective of work in this field is to increase the technical capacity of governments to collect, analyse and use labour statistics for the planning, formulation and implementation of economic and social policies. As a complement to this objective, high priority will be given to institution-building for the compilation and dissemination of labour statistics. These objectives will be pursued through the provision of technical advice and assistance for the development of definitions, concepts and methodologies to measure changes in key socio-economic and labour market indicators and, in particular, in employment levels. Particular attention will also be paid to the training of national personnel in this field. These activities will include participation in the implementation of the Africa Household Survey Capability Programme, which is coordinated by the UN Economic Commission for Africa in Addis Ababa. This work will form part of the programme of activities of the East Africa multidisciplinary team.

Technical cooperation

250.29. With projected expenditure of some $125 million from extra-budgetary sources for technical cooperation in Africa, the region will again account for the largest share of ILO operational programmes in the field in the biennium 1994-95. Activities will include projects in the fields of employment promotion, including employment-intensive public works schemes, enterprise and cooperative development, vocational training and occupational safety and health, but will also cover labour administration, labour relations, labour statistics, conditions of work and environment, vocational rehabilitation and women workers' questions. The trend towards the national execution of UNDP-financed technical cooperation projects in the region will provide both an opportunity and a challenge to improve on the ILO's performance in the provision of technical assistance to member States and to make a greater contribution to capacity-building at the country level.

250.30. As in previous biennia, RBTC resources will be used to respond to ad hoc requests for technical assistance from ILO constituents in the region. These funds will be used to support a wide range of pilot activities and for the provision of short-term advisory services at the national and regional levels on: international labour standards; the employment implications of structural adjustment programmes; the integration of women into mainstream socio-economic development; the promotion of regional integration; programme development; and regional and subregional fellowship programmes. The resources available for these activities, including projects carried out by ILO-supported regional centres, will be increased by some $400,000 in real terms, from $4.2 million in the biennium 1992-93 to $4.6 million in the biennium 1994-95.

Regional technical management

250.31. Provision is made under this subprogramme to cover the post of deputy regional director with responsibility for technical programmes. Mission credits are provided for the coordination, monitoring and evaluation of country-level activities.

250.32. In accordance with the resolution concerning assistance to Namibia by the Conference in 1990, provision is also made for an ILO special adviser based in the UNDP office in Namibia to assist in the planning and coordination of activities in fields of ILO competence and to provide ad hoc advisory services to ILO constituents in the country.

250.3. Relations, service and support

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	11/00
GENERAL SERVICE WORK-YEARS	55/00
NON-STAFF COSTS	$1,000,510
TOTAL	**$4,174,176**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	6/03
GENERAL SERVICE WORK-YEARS	7/05
NON-STAFF COSTS	$14,657
TOTAL, EXCLUDING TECHNICAL COOP.	**$928,221**
TECHNICAL COOPERATION	-

250.33. This programme is concerned mainly with the provision of services for the region in order to ensure the proper planning and effective implementation of ILO activities. In this regard, the programme provides for the maintenance of relations with the ILO's tripartite constituents in the region, as well as with the OAU, the UN Economic Commission for Africa and other UN bodies and specialized agencies, and with intergovernmental and non-governmental organizations.

250.34. Work under this programme covers all the personnel, financial and administrative functions of the Regional Office and the supervision of, and general administrative support for, the ten ILO offices in the region. It will also include logistical support for the five multidisciplinary teams and the regional programming unit. Resources under this programme have been slightly increased to reinforce the capacity of the Regional Office to coordinate the increasing workload of the regional structure and its activities following the decentralization of greater responsibility from headquarters to the field. Provision is also made for the representation of the ILO at the regional level and for maintaining liaison with regional organizations.

250.35. Provision is made under this programme for the post of the deputy director responsible for relations and management in the regional major programme, and for an annual meeting of directors of ILO offices in Africa.

250.36. The programme also includes provision for the following services: computer support; public information; and library and documentation. The computer support services will constitute an important component of the programme by responding to the increased demands for better communications between ILO offices in the region and with headquarters. Provision is also made for the maintenance and operating costs of the Regional Office building in Abidjan.

250.4. Network of offices

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	36/00
GENERAL SERVICE WORK-YEARS	166/00
NON-STAFF COSTS	$2,309,070
TOTAL	**$9,553,256**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	10/00
GENERAL SERVICE WORK-YEARS	18/00
NON-STAFF COSTS	-
TOTAL, EXCLUDING TECHNICAL COOP.	**$1,463,060**
TECHNICAL COOPERATION	-

250.37. Provision is made under this programme for ILO offices in: Addis Ababa, Algiers, Antananarivo, Cairo, Dakar, Dar-es-Salaam, Kinshasa, Lagos, Lusaka and Yaoundé. The geographical coverage of these offices will be kept under review, taking into account country needs and trends in relation to economic integration. The Professional and General Service staff resources provided under this programme are increased by 2/00 Professional work-years and 12/00 local General Service work-years in accordance with the need to reinforce external offices to cope with the greater financial, administrative and technical responsibilities which are being decentralized to the field structure. Mission resources are also increased for most offices in order to facilitate contacts with ILO constituents and to enable the directors of external offices to consult with the Regional Office and headquarters whenever necessary.

Major Programme 250. Field Programmes in Africa

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
250.01. REGIONAL MANAGEMENT										
REGIONAL MANAGEMENT	2/00	2/00	490,436	153,566	644,002	-	2/00	139,656	-	139,656
1994-95 TOTALS	**2/00**	**2/00**	**490,436**	**153,566**	**644,002**	-	**2/00**	**139,656**	-	**139,656**
1992-93 TOTALS	**2/00**	**3/00**	**560,264**	**193,804**	**754,068**	-	-	-	-	-
250.02. REGIONAL TECHNICAL PROGRAMMES										
CENTRAL AND WEST AFRICA MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	28/00	10/00	3,785,980	397,500	4,183,480	-	-	-	-	-
EAST AFRICA MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	18/00	10/00	2,394,604	412,500	2,807,104	-	-	-	-	-
NORTH AFRICA MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	6/00	4/00	816,596	82,500	899,096	-	-	-	-	-
NORTH WEST AFRICA MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	14/00	8/00	1,846,500	360,000	2,206,500	-	-	-	-	-
SOUTHERN AFRICA MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	20/00	10/00	2,600,000	430,000	3,030,000	-	-	-	-	-
FIELD PROJECTS (RBTC)	-	-	-	4,600,000	4,600,000	-	-	-	-	-
REGIONAL TECHNICAL MANAGEMENT	4/00	2/00	557,934	-	557,934	1/00	4/00	163,516	120,710	284,226
1994-95 TOTALS	**90/00**	**44/00**	**12,001,614**	**6,282,500**	**18,284,114**	**1/00**	**4/00**	**163,516**	**120,710**	**284,226**
1992-93 TOTALS	**87/00**	**46/00**	**11,746,834**	**5,526,860**	**17,273,694**	**1/00**	-	**123,516**	**18,700**	**142,216**
250.03. RELATIONS, SERVICE AND SUPPORT										
RELATIONS AND REGIONAL PROGRAMMING	4/00	4/00	621,804	76,050	697,854	4/00	2/00	519,804	-	519,804
PUBLIC INFORMATION, LIBRARY AND DOCUMENTATION	-	2/00	63,870	86,700	150,570	-	2/00	25,740	-	25,740
PERSONNEL, FINANCE AND ADMINISTRATION	5/00	45/00	2,113,220	787,760	2,900,980	2/03	-	277,911	-	277,911
PROGRAMME MANAGEMENT AND SUPPORT	2/00	4/00	374,772	50,000	424,772	-	3/05	90,109	14,657	104,766
1994-95 TOTALS	**11/00**	**55/00**	**3,173,666**	**1,000,510**	**4,174,176**	**6/03**	**7/05**	**913,564**	**14,657**	**928,221**
1992-93 TOTALS	**11/09**	**51/00**	**3,138,573**	**998,180**	**4,136,753**	**6/00**	**13/00**	**1,065,442**	**10,000**	**1,075,442**
250.04. NETWORK OF OFFICES										
OFFICE, ADDIS ABABA	2/00	18/00	577,132	214,500	791,632	2/00	2/00	287,032	-	287,032
OFFICE, ALGIERS	2/00	10/00	551,032	156,500	707,532	-	2/00	41,320	-	41,320
OFFICE, ANTANANARIVO	4/00	14/00	597,954	156,360	754,314	-	4/00	27,100	-	27,100
OFFICE, CAIRO	4/00	18/00	824,564	164,920	989,484	-	2/00	31,380	-	31,380
OFFICE, DAKAR	6/00	20/00	1,290,686	306,320	1,597,006	-	-	-	-	-
OFFICE, DAR-ES-SALAAM	2/00	20/00	420,032	325,000	745,032	4/00	4/00	534,064	-	534,064
OFFICE, KINSHASA	2/00	14/00	380,032	160,800	540,832	-	2/00	28,100	-	28,100
OFFICE, LAGOS	4/00	18/00	712,084	166,280	878,364	-	-	-	-	-
OFFICE, LUSAKA	4/00	18/00	696,064	266,770	962,834	4/00	2/00	514,064	-	514,064
OFFICE, YAOUNDE	6/00	16/00	1,194,606	391,620	1,586,226	-	-	-	-	-
1994-95 TOTALS	**36/00**	**166/00**	**7,244,186**	**2,309,070**	**9,553,256**	**10/00**	**18/00**	**1,463,060**	-	**1,463,060**
1992-93 TOTALS	**34/00**	**154/00**	**6,833,974**	**2,281,890**	**9,115,864**	**6/00**	**16/00**	**955,462**	**25,550**	**981,012**

Major Programme 260. Field Programmes in the Americas

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFESSIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
260.01	REGIONAL MANAGEMENT	2/00	2/00	417,946	112,307	530,253
260.02	REGIONAL TECHNICAL PROGRAMMES	70/00	52/00	10,041,208	5,440,599	15,481,807
260.03	RELATIONS, SERVICE AND SUPPORT	12/00	50/00	2,642,992	747,000	3,389,992
260.04	NETWORK OF OFFICES IN LATIN AMERICA AND THE CARIBBEAN	20/00	77/00	4,866,706	1,971,939	6,838,645
260.05	OFFICES IN NORTH AMERICA	10/00	7/00	1,410,000	676,955	2,086,955
1994-95	**TOTALS**					
	REGULAR BUDGET	114/00	188/00	19,378,852	8,948,800	28,327,652
	OTHER SOURCES	2/00	25/00	786,600	-	786,600
1992-93	**TOTALS**					
	REGULAR BUDGET	108/00	183/00	18,294,438	9,070,268	27,364,706
	OTHER SOURCES	5/00	6/06	650,548	-	650,548

260.1. The objective of this major programme is to ensure that ILO activities in Latin America, the Caribbean and North America are planned and carried out in accordance with the needs and priorities of the member States in the region, as reflected in the conclusions and resolutions of the Thirteenth Conference of American States Members of the ILO (Caracas, September-October 1992), in particular the resolutions concerning the ILO and the consolidation of democracy and ILO technical cooperation. Due consideration will also be given to the outcome of the Tripartite Regional Meeting of Experts on Social Security in the Americas held in 1993 in accordance with the Governing Body's decision at its 254th Session (November 1992) to finance such a meeting from the Programme flexibility reserve. Care will be taken to ensure that the activities carried out by the ILO in the region are defined through a continuous dialogue with the social partners in accordance with the concept of active partnership outlined in the Introduction.

260.2. The ongoing process of structural adjustment and the associated changes in the social and economic organization of the labour market are expected to have an important bearing on the demands made on the ILO during the coming years. The ILO programme will place emphasis on the alleviation of poverty and support for the democratization process in the region through the strengthening of tripartism and the promotion of human rights and trade union rights.

260.3. In pursuit of these priority objectives, the activities of this major programme during the biennium 1994-95 will include:

- the consolidation of democracy through: the wider promotion and application of basic standards, and particularly those concerning freedom of association, the abolition of forced labour and child labour; the pursuit of social equity through the promotion of international labour standards concerning equality of opportunity and treatment for men and women in employment; and the promotion of standards relating to indigenous peoples;
- the development and consolidation of tripartite mechanisms for dialogue between the social partners and the modernization of labour relations in order to encourage the active participation of the social partners in the context of structural reform and technological change;
- strengthening the capacity of ILO constituents to deal with the social and labour issues associated with the trend towards economic integration in the region; and
- strengthening national capacity to design employment and training policies and programmes with a view to mitigating the transitional costs of adjustment and the potentially negative impact of technological change on the labour market: these policies include the improvement of productivity in the urban informal sector, the extension of social protection to hitherto unprotected groups and the development of alternative social security schemes, including some form of unemployment compensation.

In pursuing these objectives, account will be taken of the specific needs of each subregion, the social, political and economic environment of each country, and the circumstances of the various social and economic groups of the population. Particular emphasis will be placed on developing a multidisciplinary approach to ILO activities, and establishing more links between operational activities and international labour standards.

260.4. Provision is made under this major programme for the development and management of all ILO activities in the region. These include: technical advice and technical cooperation; the collection, analysis and dissemination of information on economic and social conditions; and the dissemination of information on the ILO. As in the past, close relations will be maintained with government agencies and employers' and workers' organizations, as well as with UNDP resident coordinators and donor agencies. The major programme will be responsible for liaison with the major regional and subregional organizations, including the UN Economic Commission for Latin America and the Caribbean (ECLAC), the Latin American and Caribbean Institute for Economic and Social Planning (ILPES), the Organization of American States (OAS), the Inter-American Development Bank (IDB), the Latin American Economic System (SELA), MERCOSUR (the Common Market of the Southern Cone), the Andean Pact, the Caribbean Community (CARICOM), the Permanent Inter-American Committee on Social Security (IACSS) and the Pan American Health Organization (PAHO).

260.5. These activities will be carried out by the Regional Office in Lima, a network of five ILO offices and four multidisciplinary teams. The Branch Offices in Ottawa and Washington will also play an important role in supporting ILO activities in the region. In virtue of the special relationship that has been maintained between the ILO and the Inter-American Research and Documentation Centre on Vocational Training (CINTERFOR) in Montevideo since its establishment, as reflected in the Centre's reporting mechanism to the Governing Body, and taking into account the important role played by this Centre in technical cooperation between developing countries, the ILO will continue to contribute to the financing of the Centre's staff and operations. The Centre, together with the ILO offices and the multidisciplinary teams, will be associated with the implementation of the active partnership policy in the region.

260.6. The regular budget resources for this major programme will amount to some $28.3 million, which constitutes an increase of some $963,000 in constant dollars, or 3.5 per cent, in comparison with the biennium 1992-93. This increase includes an additional provision of 6/00 Professional work-years under programme 260.2 (Regional technical programmes) for technical adviser positions in the multidisciplinary teams (partly offset by a reduction in local support of 12/00 work-years under this programme) and increases of 3/00 local General Service work-years under programme 260.3 (Relations, service and support) and 14/00 local General Service work-years under programme 260.4 (Network of offices in Latin America and the Caribbean). In accordance with the redefinition of the use of RBTC resources, as described in the Introduction to this document, the regional technical programmes line for 1992-93 in the resource table appearing at the end of this text covers both: the regional advisers, their support costs and staff travel, which were financed from the regular budget in the biennium 1992-93; and other regional advisers and local staff, who were financed from RBTC credits in the same biennium.

260.7. The resources for programme 260.3 (Relations, service and support) are broadly similar to those in the present biennium, with a marginal reduction amounting to some $11,000. Under programme 260.4 (Network of offices in Latin America and the Caribbean) additional resources amounting to some 14/00 General Service work-years are provided to cover the increased responsibilities of ILO offices for the financial management of technical cooperation projects. Resources for programme 260.5 (Offices in North America) are reduced by approximately $82,000, in anticipation of economies in non-staff costs in the Washington office. Programme support income resources for this major programme will be used mainly to strengthen the programming and administrative capacity of the Regional Office and the external offices in Latin America and the Caribbean.

260.1. Regional management

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	2/00
GENERAL SERVICE WORK-YEARS	2/00
NON-STAFF COSTS	$112,307
TOTAL	**$530,253**
OTHER SOURCES	-

260.8. This programme covers the general management and coordination of all activities carried out under the major programme. Provision is made for the Assistant Director-General in charge of activities in the region, together with travel costs and secretarial assistance. Following the establishment of the multidisciplinary teams, this programme will be responsible for controlling and evaluating their activities.

260.2. Regional technical programmes

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	70/00
GENERAL SERVICE WORK-YEARS	52/00
NON-STAFF COSTS	$5,440,599
TOTAL	**$15,481,807**
OTHER SOURCES	-

260.9. As explained in the Introduction to this document, the existing regional technical capability will be reorganized into multidisciplinary teams. These teams will reinforce the ILO's presence at the field level, improve the quality of ILO assistance, and strengthen the process of consultation and direct participation of the social partners in ILO activities. Four such teams will cover the following subregions: the Andean countries, the Caribbean, Central America and the Southern Cone countries. The subregions have been determined on the basis of the prevailing social, economic and political conditions in the region.

260.10. Provision will be made under this programme for a total of 34 technical advisers in the four teams. Each of the teams will include specialists in the fields of international labour standards and labour legislation, employers' organizations and workers' organizations. Differences in the composition of the teams by technical field will reflect the programme requirements of the countries of the subregion. The complementarity between certain specializations should make it possible to combine disciplines in the staffing of the various teams, and some advisers may cover more than one field.

260.11. Under the supervision of the regional director, the multidisciplinary teams will assist the ILO offices in the region to prepare and update country objectives, strategies and programmes, to follow up and provide technical backstopping to technical cooperation activities and to provide technical advisory services at the request of member States. Collaboration between the teams and headquarters technical major programmes will provide the flexibility and technical capacity to meet country-level programme needs more effectively.

Andean Multidisciplinary Advisory Team

260.12. The multidisciplinary team for the Andean countries will support the development and implementation of ILO technical work in Bolivia, Colombia, Ecuador, Peru and Venezuela. Provisionally, seven technical advisers will be assigned to the team, to be located in Lima. In planning the work of these advisers, account will be taken of the following major social and labour problems in these countries: serious poverty in urban areas; labour underutilization and underemployment; precarious employment; low productivity and low incomes; the existence of relatively large indigenous communities, constituting a neglected sector of the rural population which is seriously affected by adjustment policies; and the structure of lower income groups, in which women tend to have heavy economic responsibilities.

260.13. With the aim of securing sustained progress in the observance of basic human rights, the activities of the team will focus on the ratification and implementation of international labour standards and the provision of advice concerning legislative reforms. One area of emphasis in the activities of this programme will be the improvement of the living and working conditions of the urban and rural poor, with particular emphasis on indigenous communities in the Andean and the Amazonian areas, and the promotion of self-help programmes and schemes for the poorest sectors of the urban population. Particular priority will be given to the promotion of the Indigenous and Tribal Peoples Convention, 1989 (No. 169).

260.14. In order to contribute to the modernization of labour institutions in a context of social equity, activities will be undertaken to: strengthen the capacity of labour ministries to design and carry out participatory labour policies and establish tripartite mechanisms for social dialogue; modernize trade union organizations; and establish systems of labour relations based on the autonomy of the social partners. Advice will also be provided on the need to harmonize labour legislation and labour relations systems in view of the trend towards subregional economic integration.

260.15. Advice will also be provided to member States on employment creation, the reduction of poverty and increased social participation in the benefits of economic growth. Efforts will be made to support cooperative-type organizations and to upgrade incomes and productivity in the small enterprise sector in the context of the increasingly competitive environment.

Central American Multidisciplinary Advisory Team

260.16. The multidisciplinary team will provisionally be composed of seven technical advisers and located in San José. It will provide technical support to the ILO offices located in San José and Mexico. The following countries will be covered by the team: Costa Rica, Cuba, the Dominican Republic, El Salvador, Guatemala, Haiti, Honduras, Mexico, Nicaragua and Panama. In the context of the trend towards democratization in the subregion, emphasis will be placed on activities related to standards, labour legislation and tripartism. Technical cooperation activities will continue to be directed towards the generation of employment opportunities and the alleviation of poverty.

260.17. Assistance will continue to be provided to governments in their efforts to comply with international labour standards concerning human rights and non-discrimination. In order to contribute to the social equity and efficiency of adjustment policies and to enable national authorities to address the labour-related issues arising from such policies, advice will be provided on the modernization of ministries of labour and other authorities, on the observance of labour standards, and on the development and revision of labour codes. Technical assistance will be provided on the application of labour standards related to export processing zones. Research and advisory services will be undertaken on the impact of the integration process on employment and vocational training, taking into account the problems of the disabled.

Americas Southern Cone Multidisciplinary Advisory Team

260.18. The multidisciplinary team will provisionally be located in Santiago, Chile, and will provide technical support to the offices in Buenos Aires and Brasilia. It will cover Argentina, Brazil, Paraguay and Uruguay and will be responsible for the implementation of the ILO programme in Chile. The common political, social and economic background of these five countries, the relatively advanced level of economic and social development, and the fact they are all involved in major structural adjustment processes, including the establishment of a subregional common market (MERCOSUR), call for specialized assistance from the ILO. The multidisciplinary team in Santiago will provisionally include 13 technical advisers, including one who will specifically liaise with MERCOSUR in Montevideo.

260.19. Most of the countries in the subregion are committed to major structural reforms and economic integration. The democratic transition launched in the 1980s is leading to substantial progress in observing the basic rights protected by international labour standards, such as freedom of association and freedom from political or labour discrimination. However, there is a continuing need to bring national labour legislation into line with ILO standards in certain fields, such as equal opportunities for women and the elimination of child labour. Advice will be provided to national authorities on legislative reforms to harmonize labour laws with ratified Conventions, or with a view to the ratification of Conventions.

260.20. With a view to achieving a significant degree of equity and efficiency in the process of structural adjustment and economic modernization through collective bargaining and the participation of the social partners, activities will mainly focus on: the development and consolidation of tripartite mechanisms for social compromise, including collective bargaining, based on the autonomy of the social partners; and the modernization of labour administration and legislation in order to facilitate reform.

260.21. Activities related to the labour market will include the provision of advice on the design of: economic and social policy instruments aimed at increasing social participation; policies and programmes to promote employment and improve labour productivity; the development of alternative training systems with a view to adapting the labour market to changing manpower needs and to alleviating the occupational impact of technological change; the design and implementation of training and retraining programmes for displaced workers; the reform of social security systems; and policies and programmes specifically aimed at the protection of working children.

Caribbean Multidisciplinary Advisory Team

260.22. The team will be provisionally located in Port-of-Spain and will provide technical assistance to the ILO programme in the English- and Dutch-speaking Caribbean, Guyana and Belize. The multidisciplinary team for the Caribbean will include advisers on international labour standards, labour legislation and labour relations, and workers' and employers' activities. Other priority fields will be employment, vocational training and small enterprise development.

260.23. The promotion of international labour standards remains a priority in the Caribbean, particularly in view of the impact of retrenchment, deregulation, high unemployment rates and reductions in public expenditure. In several countries, training is needed on the drafting of legislation for the application of ILO Conventions, whether or not they have been formally ratified. Activities related to labour administration will be focused on the establishment of systems which are consistent with the relevant labour standards, the process of economic integration in the Caribbean and structural adjustment programmes. The impact of structural adjustment on the collective bargaining process will make it necessary for ILO activities relating to industrial relations and tripartism to focus on wage policies, productivity growth and the development of workers' organizations.

260.24. Unemployment is the most pressing problem in the subregion and has been aggravated by the austerity measures associated with structural adjustment programmes. In several countries, skilled workers have left and chronic unemployment coexists with labour shortages. A major challenge in the 1990s will therefore be to ensure that education and training systems are adapted to the economic and social situation and are capable of producing a labour force with the required skills. Within this context, the activities of the team will focus on the strengthening of national capacities to: design and implement employment-generation programmes and labour market policies; and monitor employment and labour market trends, particularly with a view to assessing the social and economic impact of structural adjustment programmes. The team will also promote entrepreneurship, the development of small businesses and the development and strengthening of cooperatives, with a view to generating productive employment. Continued support will be provided for the work carried out by the Caribbean Community (CARICOM) on technical and vocational education and training.

CINTERFOR

260.25. Member States in Latin America and the Caribbean will be assisted in their endeavours to improve the quality and relevance of training programmes by the Inter-American Research and Documentation Centre on Vocational Training (CINTERFOR) in Montevideo, to which the ILO will continue to provide support. CINTERFOR has made a substantial contribution to the understanding of the impact of vocational training in the wider context of employment generation, increased incomes and productivity, better occupational safety and health, more equal opportunities for women and the improvement of labour relations within enterprises. CINTERFOR's activities for the biennium 1994-95 which will be carried out in close cooperation with the multidisciplinary teams, will focus on: vocational training programmes adapted to new employment opportunities; the reinforcement of mechanisms of tripartite participation in training programmes; the impact of technological change on employment and the resulting redefinition of occupational skill profiles; and evaluating the effectiveness and efficiency of vocational training. Technical cooperation among developing countries will remain the main means available to CINTERFOR for the promotion of greater self-reliance among vocational training institutions and for the promotion and harmonization of new approaches and methodologies to teaching and learning. CINTERFOR will also continue to strengthen national and subregional training institutions, encourage applied research and promote the active participation of employers' and workers' organizations. The development of the regional information system on vocational training will be continued and advice will be provided on the transfer of new technologies and methodologies.

ILO activities in the main technical fields

International labour standards

260.26. Activities in the field of international labour standards will be designed to increase awareness of ILO standards, promote wider observance and acceptance of these standards, and therefore achieve fuller respect for the human rights which lie within the ILO's mandate. Taking account of the process of democratization and economic transition in the region, the multidisciplinary teams will advise and assist governments on measures to encourage and facilitate the ratification of Conventions, and particularly those on freedom of association, human rights and the social protection of workers. The teams will also advise governments on measures to comply with the requirements of the ILO supervisory bodies, including the necessary legislative amendments and national tripartite consultations. Assistance will be provided for the preparation of replies to questionnaires concerning international labour standards and for the drafting of reports. Explanations will be provided concerning the purpose of the comments made by ILO supervisory bodies. The advisers on standards will keep under review the relationship between technical cooperation activities and international labour standards.

260.27. In the Andean subregion, special attention will be paid to the problem of human rights and indigenous peoples by a technical adviser who will promote ILO standards relating to the conditions of working people in rural areas. Assistance in this field will cover the formulation of rural development policies and programmes and the promotion and development of organizations of indigenous peoples. This technical adviser will also collaborate with the other multidisciplinary teams in the region on the problems of countries with significant indigenous populations (such as Brazil, Guatemala and Mexico).

Employment and development

260.28. The objective of work in this field will be strengthened capacity of member States to design and implement policies and programmes to increase employment and income opportunies, taking account of the need to limit the negative social effects of structural adjustment measures. Advice will be provided to governments on designing macroeconomic adjustment policies which reduce the transitional employment costs of adjustment and protect the poorest categories of society. Multidisciplinary missions to member States will provide advice on the implications of employment and development policies for training, labour relations and working conditions. Advisory services will also be made available on incentives for growth and job creation in the informal and small enterprise sectors through the design and implementation of policies to improve productivity. These activities will be undertaken in collaboration with major programme 60 (Employment and development).

Enterprise and cooperative development

260.29. The objective of these activities is an efficient and viable private enterprise and cooperative sector, including small and medium-sized enterprises, which can increase employment opportunities and improve productivity. Taking account of the trend towards privatization in the region, the teams will work closely with governments and employers' and workers' organizations to determine their respective roles in a market-oriented and free enterprise context. Advisory services will be provided on the development of small and medium-sized enterprises in both urban and rural areas. The activities of the teams will also include the design of practical measures to stimulate growth in the urban informal sector.

Training

260.30. The objective of the activities undertaken in this field will be the improved quality and effectiveness of national and sectoral training policies. Emphasis will be given to improving the effectiveness of training systems and catering for the training needs of special target groups, such as women, young workers and displaced persons. The multidisciplinary teams will also provide assistance in the design of skill development policies to encourage productive employment in the urban informal sector. Special attention will be paid to: the adaptation of training to new employment opportunities; tripartite participation in training programmes; the impact of technological change on training needs; and the effectiveness and efficiency of training. In this context, a close working relationship will be maintained between CINTERFOR, ILO offices and the multidisciplinary teams on the one hand, and national tripartite training institutions associated with the Centre on the other hand. Activities in this field will be carried out in cooperation with major programme 70 (Training).

Tripartism

260.31. The objectives of work in this field are: a sound tripartite system in member States of the region; enhanced effectiveness of government ministries and departments responsible for labour issues; and improved capacity of employers' and workers' organizations to contribute actively to social and economic development. Advisory services will be provided by the multidisciplinary teams on questions relating to labour legislation and its harmonization with international labour standards, industrial relations, labour administration and labour inspection, as well as on ways of increasing employer and worker participation in economic decision-making. The activities of the teams in this field will be undertaken in collaboration with major programmes 80 (Industrial relations and labour administration), 225 (Employers' activities) and 230 (Workers' activities).

Conditions of work and social protection

260.32. In the field of occupational safety and health, working conditions and the working environment, the ILO has an especially important role to play in Central America and in the Dominican Republic to help to build national capacities and the legislative base. Activities will be undertaken to incorporate working environment and occupational safety and health measures into national legislation in accordance with the relevant international labour standards, with a view to reducing the number of occupational accidents and diseases. The main activities will include the organization of appropriate training programmes, the provision of technical advice, the preparation of guidelines and the collection and analysis of information on the extent to which legislation in the countries of the region is consistent with international labour standards.

Social security

260.33. Structural adjustment changes and the trend towards privatization have highlighted the issue of social security in many countries in the region. Assistance in this field will focus on the development of social security schemes which are appropriate to the social and economic conditions of the countries in the region. Specific attention will be paid to the extension of social security to cover unprotected workers. The provision of advisory services to employers' and workers' organizations will be strengthened in order to define better the role that they play in the administration of social security. Other activities will include: contacts with other regional institutions; responses to requests for information on social security from constituents and educational institutions; and the preparation of technical documents and participation in meetings, seminars and training courses. This work will be carried out in close collaboration with major programme 110 (Social security).

Women workers' questions

260.34. The objective of activities in the field is the full and effective participation of women in the economic and social development of the region. Programmes and projects for women will be promoted and women's concerns will be taken into account in all other activities. Emphasis will be placed on: greater equality of opportunity and treatment for women workers; increased access to training and employment; the improvement of their working conditions; and the participation of women in social and economic decision-making. Activities will also include the provision of assistance to governments and employers' and workers' organizations; the dissemination of information on international standards; the organization of women to combat discrimination; and the promotion of legal rights and measures to promote equality in practice.

Technical cooperation

260.35. In the context of the structural adjustment programmes which are being implemented in many member States and the introduction of technological innovations, technical cooperation activities will focus on special employment programmes, innovative training schemes and appropriate labour relations mechanisms in order to cope with the increasing redundancies in the region. A multidisciplinary approach will be adopted to the planning and implementation of technical cooperation activities in response to the programme approach adopted by the main donor agencies in Latin America. Technical cooperation among developing countries will be used as a means of drawing on the technical expertise available in the region.

260.36. Expenditure from extra-budgetary resources for ILO technical cooperation activities is expected to amount to some $26 million in Latin America and the Caribbean during the biennium 1994-95. These resources will mainly be directed towards projects in the fields of employment development and manpower planning, vocational training and vocational rehabilitation, micro-enterprise development and workers' education. Particular care will be taken to ensure that extra-budgetary technical assistance is related to the promotion of international labour standards and every effort will be made to involve the social partners actively in project design, implementation and evaluation.

260.37. In addition to the RBTC resources provided for the multidisciplinary teams and CINTERFOR, some $2.5 million in RBTC funds will be made available for field projects. A substantial share of these funds will be disbursed on field projects by the directors of ILO offices in the region and the directors of multidisciplinary teams, to enable the ILO to respond to requests for assistance according to the needs established in consultation with ILO constituents.

Regional technical management

260.38. Provision is made under this subprogramme for a deputy director with responsibility for the coordination, follow-up and evaluation of regional technical programmes, for the activities of the multidisciplinary teams and for relations with ILO offices and headquarters technical major programmes.

260.3. Relations, service and support

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	12/00
GENERAL SERVICE WORK-YEARS	50/00
NON-STAFF COSTS	$747,000
TOTAL	**$3,389,992**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	-
GENERAL SERVICE WORK-YEARS	6/00
NON-STAFF COSTS	-
TOTAL, EXCLUDING TECHNICAL COOP.	**$160,800**
TECHNICAL COOPERATION	-

260.39. Provision is made under this programme to cover all the services required to ensure that ILO activities in the region are properly planned, implemented and monitored and that information about these activities is appropriately disseminated. Provision is made under this programme for one deputy director responsible for management and administration, together with the corresponding mission credits.

260.40. The programme provides for relations, service and support activities. It also includes the planning, programming and follow-up of ILO activities in the region in general and specific responsibility for the implementation of ILO activities in the Andean countries. The activities of the programme also include the collection and analysis of information and the preparation of the reports required for the planning, supervision and evaluation of ILO activities in the region. Provision is also made for assistance to ILO offices with UNDP country programming exercises and extra-budgetary funding procedures, as well as representing the ILO at meetings organized by UN agencies and other institutions, and the administration of fellowships.

260.41. The aim of the relations and public information activities of the programme is to disseminate information on ILO activities through the maintenance of relations with the press and the preparation of press releases and periodic bulletins. The work of the programme includes the maintenance of the Regional Office library, the systematic collection and analysis of information on matters of interest to the ILO, and the maintenance of relations, as well as the exchange of documentation, with specialized libraries. It also organizes the sale of ILO publications in the Andean countries.

260.42. The functions of the programme also cover all financial, personnel and administrative matters, including internal administration, records and communications. It monitors and assists the administration of the five ILO offices, the four multidisciplinary teams and the technical cooperation projects in the region. The refinement of the decentralized accounting system will continue to be an important activity in the biennium 1994-95. Moreover, the full implementation of electronic mail throughout the region will be achieved during the biennium.

260.43. The resources for the Andean area unit within the Regional Office in Lima are contained under the Regional programming subprogramme. This unit is responsible for the planning and management of ILO activities in the Andean countries (Bolivia, Colombia, Ecuador, Peru and Venezuela), where it represents the ILO and maintains relations with ministries of labour and planning and with employers' and workers' organizations and associations, the media, research and training centres, UNDP offices, and public and private institutions, including universities, working in fields related to the ILO's mandate. The unit collaborates in the development and design of technical cooperation projects, and participates in UNDP country programming exercises and in negotiations concerning projects which are funded by organizations other than the UNDP.

260.4. Network of offices in Latin America and the Caribbean

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	20/00
GENERAL SERVICE WORK-YEARS	77/00
NON-STAFF COSTS	$1,971,939
TOTAL	**$6,838,645**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	-
GENERAL SERVICE WORK-YEARS	17/00
NON-STAFF COSTS	-
TOTAL, EXCLUDING TECHNICAL COOP.	**$435,800**
TECHNICAL COOPERATION	-

260.44. As explained in the Introduction to these proposals, the main objective of each ILO office is to serve ILO constituents as effectively as possible and to improve the ILO's knowledge and awareness of the needs of member States by maintaining close contacts with governments, employers and workers, and with the UNDP resident coordinators responsible for UN system development activities in each country. Close relations will also be maintained with regional bodies of the UN and with various intergovernmental and non-governmental organizations. The ILO offices will be strengthened in the biennium 1994-95 through the provision of resources for additional local staff to cover the more decentralized administration of technical cooperation.

260.45. Provision is made for offices in Brasilia, Buenos Aires, Mexico, Port-of-Spain and San José. An additional 3/00 local General Service work-years are provided for the office in Brasilia to cover technical programming staff. An increase of 2/00 local General Service work-years is made for the offices in both Buenos Aires and Mexico for the same purpose. Local support in the Port-of-Spain office will be increased by 4/00 General Service work-years and an additional provision of 3/00 local General Service work-years will be made for the office in San José.

260.5. Offices in North America

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	10/00
GENERAL SERVICE WORK-YEARS	7/00
NON-STAFF COSTS	$676,955
TOTAL	**$2,086,955**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	2/00
GENERAL SERVICE WORK-YEARS	2/00
NON-STAFF COSTS	-
TOTAL, EXCLUDING TECHNICAL COOP.	**$190,000**
TECHNICAL COOPERATION	-

260.46. The Ottawa Branch Office will continue to maintain relations with governments and employers' and workers' organizations and to strengthen contacts with international, regional and bilateral organizations in Canada. Contacts with the Canadian International Development Agency (CIDA) will be maintained and strengthened with a view to further extending collaboration between the ILO and CIDA in technical cooperation activities. In addition, the Ottawa Branch Office will continue to: gather and analyse information about social, economic and labour trends in Canada; disseminate information about the activities and goals of the ILO; represent the ILO at conferences and seminars in Canada; promote, sell and distribute ILO publications; recruit experts; and place fellows. The resources for this office remain unchanged from the biennium 1992-93.

260.47. The Washington Branch Office will continue to maintain and develop relations with agencies and organizations which deal with social and labour issues in the United States. These include government agencies and employers' and workers' organizations, as well as regional, bilateral and multilateral organizations; research, human and civil rights organizations; academic circles and others interested in the basic charter of the ILO. The office will gather and disseminate information on labour issues and provide essential services to support ILO technical cooperation activities, such as the recruitment of experts, the acquisition of equipment and the placement of fellows in the United States. Resources are provided from Programme Support Income for work relating to the ILO's relations with international financial institutions based in Washington, especially the World Bank. These resources will be used to maintain a policy dialogue in areas of mutual interest and to service operational activities which may lead to collaboration in project design and execution. This work is closely coordinated with that of major programme 150 (Development cooperation) and the other major technical programmes. In comparison to the biennium 1992-93, following the implementation of cost-saving measures, the resources for this office are decreased by some $82,000, mainly as a result of a reduced need for external collaboration and communications.

Major Programme 260. Field Programmes in the Americas

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
260.01. REGIONAL MANAGEMENT										
REGIONAL MANAGEMENT	2/00	2/00	417,946	112,307	530,253	-	-	-	-	-
1994-95 TOTALS	**2/00**	**2/00**	**417,946**	**112,307**	**530,253**	-	-	-	-	-
1992-93 TOTALS	**2/00**	**2/00**	**417,946**	**112,307**	**530,253**	-	-	-	-	-
260.02. REGIONAL TECHNICAL PROGRAMMES										
ANDEAN MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	14/00	8/00	1,899,224	367,776	2,267,000	-	-	-	-	-
CENTRAL AMERICAN MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	14/00	6/00	1,880,652	319,276	2,199,928	-	-	-	-	-
AMERICAS SOUTHERN CONE MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	26/00	32/00	4,168,076	734,771	4,902,847	-	-	-	-	-
CARIBBEAN MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	14/00	6/00	1,846,224	318,776	2,165,000	-	-	-	-	-
CINTERFOR (RBTC)	-	-	-	1,190,100	1,190,100	-	-	-	-	-
FIELD PROJECTS (RBTC)	-	-	-	2,509,900	2,509,900	-	-	-	-	-
REGIONAL TECHNICAL MANAGEMENT	2/00	-	247,032	-	247,032	-	-	-	-	-
1994-95 TOTALS	**70/00**	**52/00**	**10,041,208**	**5,440,599**	**15,481,807**	-	-	-	-	-
1992-93 TOTALS	**64/00**	**64/00**	**9,422,880**	**5,510,100**	**14,932,980**	**2/00**	**1/00**	**262,032**	-	**262,032**
260.03. RELATIONS, SERVICE AND SUPPORT										
RELATIONS AND PUBLIC INFORMATION	2/00	-	247,032	-	247,032	-	-	-	-	-
LIBRARY AND DOCUMENTATION	-	4/00	84,800	-	84,800	-	-	-	-	-
REGIONAL PROGRAMMING	4/00	8/00	697,264	-	697,264	-	2/00	76,000	-	76,000
PERSONNEL, FINANCE AND ADMINISTRATION	4/00	38/00	1,366,864	647,000	2,013,864	-	4/00	84,800	-	84,800
PROGRAMME MANAGEMENT AND SUPPORT	2/00	-	247,032	100,000	347,032	-	-	-	-	-
1994-95 TOTALS	**12/00**	**50/00**	**2,642,992**	**747,000**	**3,389,992**	-	**6/00**	**160,800**	-	**160,800**
1992-93 TOTALS	**12/00**	**47/00**	**2,629,792**	**771,636**	**3,401,428**	**1/00**	**1/00**	**148,516**	-	**148,516**
260.04. NETWORK OF OFFICES IN LATIN AMERICA AND THE CARIBBEAN										
OFFICE, BRASILIA	4/00	13/00	1,014,064	346,887	1,360,951	-	1/00	40,000	-	40,000
OFFICE, BUENOS AIRES	4/00	12/00	1,226,064	423,387	1,649,451	-	4/00	168,160	-	168,160
OFFICE, MEXICO	4/00	14/00	760,814	325,762	1,086,576	-	4/00	73,300	-	73,300
OFFICE, PORT-OF-SPAIN	4/00	20/00	887,644	522,982	1,410,626	-	4/00	73,580	-	73,580
OFFICE, SAN JOSE	4/00	18/00	978,120	352,921	1,331,041	-	4/00	80,760	-	80,760
1994-95 TOTALS	**20/00**	**77/00**	**4,866,706**	**1,971,939**	**6,838,645**	-	**17/00**	**435,800**	-	**435,800**
1992-93 TOTALS	**20/00**	**63/00**	**4,413,820**	**1,917,375**	**6,331,195**	-	-	-	-	-
260.05. OFFICES IN NORTH AMERICA										
BRANCH OFFICE, OTTAWA	2/00	3/00	380,000	161,850	541,850	-	-	-	-	-
BRANCH OFFICE, WASHINGTON	8/00	4/00	1,030,000	515,105	1,545,105	2/00	2/00	190,000	-	190,000
1994-95 TOTALS	**10/00**	**7/00**	**1,410,000**	**676,955**	**2,086,955**	**2/00**	**2/00**	**190,000**	-	**190,000**
1992-93 TOTALS	**10/00**	**7/00**	**1,410,000**	**758,850**	**2,168,850**	**2/00**	**4/06**	**240,000**	-	**240,000**

Major Programme 265. Field Programmes in Arab States

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFESSIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
265.01	REGIONAL MANAGEMENT	2/00	2/00	530,906	48,885	579,791
265.02	REGIONAL TECHNICAL PROGRAMMES AND OPERATIONS IN KUWAIT	19/01	6/00	2,763,609	869,128	3,632,737
265.03	RELATIONS, SERVICE AND SUPPORT	6/00	12/00	1,673,256	264,830	1,938,086
1994-95	**TOTALS**					
	REGULAR BUDGET	27/01	20/00	4,967,771	1,182,843	6,150,614
	OTHER SOURCES	1/00	0/05	151,746	11,406	163,152
1992-93	**TOTALS**					
	REGULAR BUDGET	26/04	18/00	4,739,622	1,084,488	5,824,110
	OTHER SOURCES	1/02	-	144,102	7,005	151,107

265.1. The objective of this major programme is to ensure that ILO activities in the Arab States in the Middle East are conceived and carried out in accordance with the needs and wishes of the member States of the region. Taking account of the needs of the region, the aims of the activities to be carried out under this major programme during the biennium 1994-95 are:

- human resources development, with particular emphasis on the further improvement of training policies, systems and programmes related to vocational training, management and entrepreneurship development and vocational rehabilitation;
- employment creation and poverty alleviation through the establishment and strengthening of manpower policies and the promotion of income-generating activities;
- democratization, through the ratification and application of international labour standards and reinforced links between these standards and operational activities;
- the strengthening of the capacities of the tripartite constituents, including labour administrations and employers' and workers' organizations, and the promotion of tripartite consultation to assist economic development;
- the provision of advisory services in fields such as working conditions and the environment, occupational safety and health, and social security;
- equality of opportunity and treatment between men and women, with special attention to women's access to training, entrepreneurship development, employment and improved working conditions.

265.2. The staff resources for this major programme under the regular budget are increased by 0/09 Professional work-year and 2/00 local General Service work-years under programme 265.2 (Regional technical programmes and operations in Kuwait) in order to strengthen the technical and administrative capacity of the multidisciplinary team. In addition, there is an increase of some $94,000 in the RBTC provision for field projects. The overall increase in the regular budget resources for this major programme amounts to some $326,500.

265.1. Regional management

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	2/00
GENERAL SERVICE WORK-YEARS	2/00
NON-STAFF COSTS	$48,885
TOTAL	**$579,791**
OTHER SOURCES	-

265.3. This programme covers the management and coordination of all activities carried out under the major programme which continues to be the focal point for regional and subregional Arab institutions. Particular emphasis will be placed on the supervision, monitoring and evaluation of ILO activities in the region so as to ensure that they lie fully within the ILO's mandate, and are consistent with its policies and with the priorities of the major programme. Provision is made for the Assistant Director-General responsible for ILO activities in the region, travel credits and secretarial assistance, in order to ensure and reinforce relations with tripartite constituents as well as the aforementioned institutions.

265.2. Regional technical programmes and operations in Kuwait

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	19/01
GENERAL SERVICE WORK-YEARS	6/00
NON-STAFF COSTS	$869,128
TOTAL	**$3,632,737**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	1/00
GENERAL SERVICE WORK-YEARS	0/05
NON-STAFF COSTS	$11,406
TOTAL, EXCLUDING TECHNICAL COOP.	**$163,152**
TECHNICAL COOPERATION	-

Arab States Multidisciplinary Advisory Team

265.4. The multidisciplinary team will be concerned mainly with issues related to employment and development, vocational training, vocational rehabilitation, international labour standards and labour legislation, women workers' questions, employers' activities, workers' activities, labour administration, and enterprise development. The team will provisionally be located with the Regional Office for Arab States. Its final location will be determined when a decision is made regarding the transfer of the Regional Office to the field. One member of the team, together with the necessary General Service support, will be based in Kuwait and will ensure relations with the Gulf States.

265.5. In line with the active partnership policy, the multidisciplinary team, in accordance with the guidelines provided by the regional management and in consultation with the ILO's tripartite constituents and other concerned institutions, will carry out analytical work to identify and update country objectives and establish strategies and programmes of action. The team will also backstop technical cooperation activities and provide technical advisory services directly to the tripartite constituents. Collaboration with regional and subregional organizations will be further reinforced on technical matters.

265.6. In accordance with the objectives of this major programme, particular emphasis will be placed on: establishing closer links between training issues and employment promotion; integrating measures to promote income-generating activities into employment and manpower policies, with special attention to women workers; promoting the ratification of international labour standards and securing their application in the process of social and economic development; integrating concerns related to the protection of workers into general development policies and strengthening the relevant institutional capabilities; and improving the social and economic conditions of specific groups of the population, including women workers, migrant workers, working children, rural poor and disabled persons.

ILO activities in the main technical fields

International labour standards and labour legislation

265.7. Activities in this field are designed to achieve: increased awareness of the role and value of international labour standards in Arab States; wider observance of these standards; and effective participation of the tripartite constituents in the standard-setting process. Particular importance will be attached to strengthening the complementarity between technical cooperation and international labour standards through collaboration between the advisers in the multidisciplinary team. Advisory services on all matters relating to international labour standards will be provided to Arab governments which encounter difficulties in complying with their obligations deriving from the Constitution of the ILO, as well as to employers' and workers' organizations. Assistance will also be provided to Arab member States in the revision of their labour legislation in view of the changing economic, social and cultural conditions and in conformity with international labour standards.

Employment and development

265.8. The objectives of activities in this field are increased human resources utilization at the national and regional levels and strengthened capacity of Arab governments to deal with employment problems and issues, thereby contributing to the alleviation of poverty and to socio-economic development. Particular attention will be paid to strengthening labour market information systems and formulating manpower planning and employment promotion policies and programmes. These activities will address the problem of unemployment and will suggest policies to deal with it in all sectors. Special emphasis will be placed on the consequences of the massive return of migrant workers to the labour-sending countries as a result of the Gulf crisis and the change in the demand for labour in the labour-receiving countries. These activities will be undertaken in close collaboration with the advisers on training and small enterprise and cooperative development with a view to striking a balance between labour supply and demand. Issues relating to disabled persons, women and migrant workers will also be addressed.

Enterprise development

265.9. The objective of activities in this field is the establishment and efficient operation of enterprises with a view to increasing employment opportunities and improving productivity. In view of the high unemployment rates in the region and the measures which have been taken at the national level to promote the employment of the domestic labour force, particular emphasis will be placed on policies to develop enterprises and strengthen entrepreneurship training, particularly for young people, women and returned migrants. Activities will also be designed to:

create or strengthen management development institutions; develop credit schemes for small enterprises; and increase the productivity of existing enterprises. Collaboration between advisers in the team will strengthen the links between these activities and work in the fields of employment and development, training and women workers' questions.

Training

265.10. The activities related to training are aimed at upgrading and strengthening training policies, programmes and institutions so as to make them capable of adapting the skill levels and profile of the labour force to economic and technological changes. Particular emphasis will be placed on: improving the effectiveness of training systems; assisting in the formulation of training policies; linking training activities to employment policies for national and expatriate workers in labour-importing countries; and training for national reconstruction and for the introduction of new technologies. Special attention will be paid to achieving improved access to training for all, including disadvantaged groups, such as women, rural and migrant workers.

265.11. Services in the field of vocational rehabilitation will be provided in accordance with the expressed and anticipated needs in the region. The direct and indirect consequences of wars will be analysed in terms of their impact on the lives and numbers of disabled people and the need for policies and legislation to protect their access to the labour market. Activities will be undertaken to improve the access of disabled persons to vocational training and the labour market, including the development of training and placement services. In labour surplus countries, priority will be given to community-based services and self-employment programmes aimed at improving the income levels of disabled persons and their families. These activities will require close collaboration between the technical major programmes and a closer integration of disability-related activities into their programmes. Work in this area will include the training of staff in training institutions and the development and dissemination of training materials in Arabic.

Tripartism

265.12. The objective of activities in this field is the establishment of sound tripartite structures and mechanisms. Assistance will be provided to labour ministries and employers' and workers' organizations in order to strengthen their capacity to deal with social and labour issues and promote tripartite consultation. Advisory services will also be made available to the North Africa multidisciplinary team.

265.13. Activities related to labour administration will be designed to achieve: improved professional capacities of labour administration officials in the fields of labour inspection, employment services, labour relations; an improved institutional framework and functioning of the labour administration; and enhanced regional cooperation through the exchange of information and expertise among labour ministries. These activities will build on the work of the Regional Arab Programme for Labour Administration (RAPLA). In all these activities, emphasis will be placed on the further integration of labour administration within the general framework of national planning and public administration.

265.14. Assistance will be provided to national employers' organizations in order to develop their capacity to: respond to economic and social change in their respective countries; assume increased responsibilities as a result of an expansion in their membership and geographical coverage; meet the new challenges of re-establishing enterprises and retraining entrepreneurs; develop national human resources; and promote and co-sponsor TCDC activities within the Arab region. Emphasis will also be given to ensuring that employers' organizations participate in all national socio-economic development planning and efforts. Close contacts will be maintained with the General Union of the Chambers of Commerce, Industry and Agriculture of the Arab Countries.

265.15. The objective of the advisory services provided in the field of workers' activities will be strengthened workers' organizations with the capacity to play a constructive role in tripartite dialogue. Technical assistance will be provided to national workers' organizations to improve the effectiveness of their educational and other traditional functions, and to strengthen their participation in the development process. Emphasis will be placed on greater awareness of international labour standards, and the problems of rural and women workers. Close cooperation will be maintained with the International Confederation of Arab Trade Unions (ICATU).

Women workers' questions

265.16. Activities in this field will be designed to assist ILO constituents to improve policy formulation, legislation and training with the objective of promoting equality of treatment between men and women in the labour market and at the workplace. Work will be undertaken to address issues such as the impact of legislation on women's employment opportunities, training, conditions of work, social security and labour relations. Emphasis will be placed on the dissemination of information and on training for policy-makers and employers' and workers' organizations with a view to the development of policies, strategies, legislation and organizational structures. Technical assistance will focus on income generation and job creation for women, taking into account local social and economic conditions.

Ad hoc advisory services

265.17. Provision for 2/01 Professional work-years is made for ad hoc advisory services. These resources will be deployed by decision of the regional director to complement the activities of the multidisciplinary team. In the light of the socio-economic changes in the region, the technical issues covered by ad hoc advisory services will include social security, labour statistics, cooperatives, migrant workers, child labour, information technology and occupational safety and health.

265.18. Activities related to occupational safety and health will be designed to promote and assist efforts to reduce occupational accidents and work-related diseases and to improve the working environment. Priority will be accorded to strengthening national policies, programmes and institutions and promoting preventive measures and improvements adapted to the particular needs of each member State. In addition to technical advisory services and technical backstopping, activities will be designed to increase awareness of occupational safety and health issues through the promotion of international labour standards and the dissemination of information and training materials.

265.19. Services in the field of social security will be provided to assist ILO constituents to improve and strengthen social security schemes in the light of population growth and changing economic and social structures. Particular emphasis will be placed on improving the institutional framework of national social security institutions and legal and administrative procedures.

265.20. Advisory services relating to cooperatives will emphasize the development of appropriate types of cooperatives as a means of promoting employment and popular participation. Particular attention will be paid to: improvements in the legal framework of cooperative organisations; the establishment of comprehensive programmes for the development of consumer, agricultural, fishery and other cooperatives; and the strengthening of cooperative management.

265.21. Advisory services on migration will focus on policy issues related to the promotion of employment and equal treatment of migrant workers. Particular emphasis will be placed on the establishment of coherent and comprehensive migration policies in sending countries and the promotion of cooperation between sending and receiving countries.

265.22. Activities in the field of child labour will be carried out with a view to promoting wider observance of the relevant international labour standards. Particular attention will be paid to promoting awareness of child labour issues, preventing the employment of children in hazardous work and protecting the youngest and most vulnerable children, especially girls.

265.23. In collaboration with major programme 120 (Labour information and statistics), work will be undertaken to strengthen the capacity of the Office to collect, analyse, process and disseminate information. This work will result in enhancing the Office's capability to respond promptly to the needs of its constituents and the multidisciplinary team. Efforts will be made to improve the flow of information between the ILO and its constituents in the region.

Technical cooperation

265.24. Projected expenditure on technical cooperation activities in the region from extra-budgetary sources is expected to be about $3.3 million. This will mainly relate to projects in the fields of vocational training, vocational rehabilitation, employment promotion, small enterprise development and cooperative development.

265.25. RBTC resources amounting to some $637,000 will be made available to enable this major programme to respond to the needs of constituents as they emerge during the biennium. RBTC resources will be utilized for activities in fields of critical concern to the ILO's mandate, and particularly international labour standards and employers' and workers' activities, for which external resources are not available. RBTC resources will also be used for the provision of advisory services relating to the development of programmes in order to complement UNDP-funded TSS1 activities, with a view to ensuring the coverage of issues which are of particular concern to the ILO and its constituents.

265.3. Relations, service and support

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	6/00
GENERAL SERVICE WORK-YEARS	12/00
NON-STAFF COSTS	$264,830
TOTAL	**$1,938,086**
OTHER SOURCES	-

265.26. The main objectives of this programme are that: ILO activities in the region are properly planned, coordinated, implemented and followed up; the social and economic developments in the region are adequately monitored; and that information on ILO activities is appropriately disseminated.

265.27. Provision is made under this programme for the representation of the ILO in the region and for the maintenance of relations with, in particular, the League of Arab States, the Arab Labour Organization (ALO) and its specialized institutions, the Gulf Cooperation Council, the Executive Bureau of the Council of Ministers of Labour and Social Affairs in the Arab Gulf States, the International Confederation of Arab Trade Unions (ICATU), and the General Union of the Chambers of Commerce, Industry, and Agriculture of the Arab Countries. Relations will also be maintained and consolidated with the UN Economic and Social Commission for Western Asia (ESCWA) and the Arab funding institutions, such as the Arab Gulf Programme for the United Nations Development Organizations (AGFUND), the Arab Fund for Economic and Social Development (AFESD) and the Islamic Development Bank, as well as with the ILO's tripartite constituents in the region and UNDP.

265.28. This programme will also cover activities in the field of public information and documentation with a view to promoting knowledge of the ILO and its activities. Provision is also made for the translation of ILO publications into Arabic.

265.29. Provision is also made for regional programming and for the Personnel, finance and administration subprogramme. In regional programming activities, particular emphasis will be placed, in close consultation with the multidisciplinary team, on ensuring that ILO technical cooperation programmes fully reflect the needs of the constituents and are implemented in a timely fashion.

Major Programme 265. Field Programmes in Arab States

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
265.01. REGIONAL MANAGEMENT										
REGIONAL MANAGEMENT	2/00	2/00	530,906	48,885	579,791	-	-	-	-	-
1994-95 TOTALS	**2/00**	**2/00**	**530,906**	**48,885**	**579,791**	-	-	-	-	-
1992-93 TOTALS	**2/00**	**2/00**	**530,906**	**48,885**	**579,791**	-	-	-	-	-
265.02. REGIONAL TECHNICAL PROGRAMMES AND OPERATIONS IN KUWAIT										
ARAB STATES MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	19/01	6/00	2,763,609	232,000	2,995,609	1/00	-	123,516	-	123,516
FIELD PROJECTS (RBTC)	-	-	-	637,128	637,128	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	-	-	-	-	-	-	0/05	28,230	11,406	39,636
1994-95 TOTALS	**19/01**	**6/00**	**2,763,609**	**869,128**	**3,632,737**	**1/00**	**0/05**	**151,746**	**11,406**	**163,152**
1992-93 TOTALS	**18/04**	**4/00**	**2,535,470**	**770,773**	**3,306,243**	**1/02**	-	**144,102**	**7,005**	**151,107**
265.03. RELATIONS, SERVICE AND SUPPORT										
RELATIONS, REPRESENTATION AND MEETINGS	1/00	1/06	240,036	26,785	266,821	-	-	-	-	-
PUBLIC INFORMATION AND DOCUMENTATION	2/00	1/06	363,552	93,395	456,947	-	-	-	-	-
REGIONAL PROGRAMMING	1/06	2/06	379,474	6,700	386,174	-	-	-	-	-
PERSONNEL, FINANCE AND ADMINISTRATION	0/06	4/06	411,318	124,560	535,878	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	1/00	2/00	278,876	13,390	292,266	-	-	-	-	-
1994-95 TOTALS	**6/00**	**12/00**	**1,673,256**	**264,830**	**1,938,086**	-	-	-	-	-
1992-93 TOTALS	**6/00**	**12/00**	**1,673,246**	**264,830**	**1,938,076**	-	-	-	-	-

Major Programme 270. Field Programmes in Asia and the Pacific

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFESSIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
270.01	REGIONAL MANAGEMENT	2/00	2/00	415,546	89,547	505,093
270.02	REGIONAL TECHNICAL PROGRAMMES	70/00	51/00	9,584,946	4,302,633	13,887,579
270.03	RELATIONS, SERVICE AND SUPPORT	18/00	63/00	3,367,288	1,228,053	4,595,341
270.04	NETWORK OF OFFICES	36/00	148/03	7,318,650	2,604,300	9,922,950
1994-95	**TOTALS**					
	REGULAR BUDGET	126/00	264/03	20,686,430	8,224,533	28,910,963
	OTHER SOURCES	3/00	59/00	1,341,879	42,203	1,384,082
1992-93	**TOTALS**					
	REGULAR BUDGET	119/00	243/00	20,254,104	7,457,057	27,711,161
	OTHER SOURCES	2/00	34/00	716,230	18,337	734,567

270.1. ILO activities in Asia and the Pacific will be guided by the conclusions and resolutions adopted at successive Asian regional conferences and by the ILO Medium-Term Plan, 1990-95. Particular attention will be given to follow-up work to the resolutions adopted at the Eleventh Asian Regional Conference (Bangkok, November-December 1991) on the promotion of freedom of association and on migrant workers and the conclusions on growth and structural adjustment and occupational safety and health. In the activities carried out under this major programme, emphasis will be placed on four major issues: poverty alleviation and the development of rural employment; social protection; the promotion of democracy and tripartism; and the strengthening of labour administration. Priority will be given to developing a programme approach to country and regional activities and promoting a multidisciplinary approach to ILO activities in the region.

270.2. In order to achieve these objectives, the activities of the major programme will include: the development and management of all ILO activities in the region; the provision of technical advice and technical cooperation; the collection, analysis and dissemination of information on economic and social conditions; the dissemination of information on the ILO; the maintenance of relations with government agencies and employers' and workers' organizations; and collaboration with UNDP resident coordinators and with other donor agencies and institutions. The ILO will also liaise with regional bodies, including the UN Economic and Social Commission for Asia and the Pacific (ESCAP), the Asian Development Bank (ADB), the Association of South-East Asian Nations (ASEAN), the South Asian Association for Regional Cooperation (SAARC), the South Pacific Commission (SPC), and the South Pacific Bureau for Economic Cooperation (SPEC).

270.3. The activities of the major programme will be carried out during the biennium 1994-95 by the Regional Office in Bangkok, a network of nine offices, and three multidisciplinary teams providing technical advisory services to member States.

270.4. The regular budget resources for this major programme amount to some $28.9 million, an increase of some $1.2 million over the biennium 1992-93. This mainly results from an increase of 2/00 Professional work-years under programme 270.2 (Regional technical programmes), 2/00 Professional work-years under programme 270.3 (Relations, service and support), and 3/00 Professional work-years under programme 270.4 (Network of offices). Additional resources have also been provided for local support in order to cover the increased responsibilities of ILO offices for the financial management of technical cooperation projects and to strengthen their administrative capacity. This total increase of 21/03 local General Service work-years is the result of an increase of 12/00 work-years under programme 270.3 (Relations, service and support) and of 20/03 work-years under programme 270.4 (Network of offices), offset by a decrease of 11/00 work-years under programme 270.2 (Regional technical programmes). In addition there is a net increase of some $767,000 in non-staff costs for the major programme, mainly associated with programme 270.2 (Regional technical programmes) in order to make adequate provision for support to the multidisciplinary teams. In accordance with the redefinition of the use of RBTC resources, as described in the Introduction to this document, the regional technical programmes line for 1992-93 in the resource table appearing at the end of this text covers both: the regional advisers, their support costs and staff travel, which were financed from the regular budget in the biennium 1992-93; and other regional advisers and local staff, who were financed from RBTC credits in the same biennium.

270.5. Resources from Programme Support Income, which show an increase of some $650,000 compared to the biennium 1992-93, will be mainly used to strengthen the programming and administrative capacity of ILO offices in the region.

270.1. Regional management

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	2/00
GENERAL SERVICE WORK-YEARS	2/00
NON-STAFF COSTS	$89,547
TOTAL	**$506,093**
OTHER SOURCES	-

270.6. This programme covers the general management and coordination of all activities carried out under the major programme. Provision is made for the Assistant Director-General in charge of ILO activities in the region, together with travel resources and secretarial support.

270.2. Regional technical programmes

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	70/00
GENERAL SERVICE WORK-YEARS	51/00
NON-STAFF COSTS	$4,302,633
TOTAL	**$13,887,579**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	-
GENERAL SERVICE WORK-YEARS	2/00
NON-STAFF COSTS	-
TOTAL, EXCLUDING TECHNICAL COOP.	**$40,000**
TECHNICAL COOPERATION	-

270.7. Reflecting the specific nature of the Asian and Pacific region, including the diversity of its technical needs and the region's geographical dispersion, provision is made for three multidisciplinary teams, with the terms of reference indicated in the Introduction. The teams are to be provisionally located in Bangkok, Manila and New Delhi. Each team will be made up of several technical advisers with professional expertise corresponding to technical fields within the ILO's basic mandate. Close collaboration is envisaged among the teams and between the teams and headquarters technical major programmes.

270.8. The work of the multidisciplinary teams will be supervised by the regional director. In close coordination with the ILO offices in the region, the teams will: assist in the formulation of ILO country programmes; backstop technical cooperation activities; and provide technical advisory services related to country-level policies, programmes and technical activities within their areas of competence. Provision is made under this programme for a total of 35 technical advisers, who will form the multidisciplinary teams. Provision is also made to cover the position of Deputy Director (Regional technical programmes), as well as secretarial support and travel resources.

East Asia Multidisciplinary Advisory Team

270.9. This team, provisionally located in Bangkok, will cover a broad range of technical fields related to employment and labour issues in the subregion. Its primary objectives are to assist countries in: formulating and implementing policies and programmes to create employment and alleviate poverty; intensifying human resources development; and improving labour protection and welfare. The team will provide technical support to meet the diverse needs of the countries covered, with particular emphasis on supporting the rapidly expanding South-East Asian economies on the one hand, and the economic transition process in the countries of Indo-China and East and North Asia, on the other. The team's activities will include advisory services to: strengthen policies and programmes for employment; promote entrepreneurship and small enterprise development; develop and strengthen training and retraining programmes to meet rapidly evolving labour market needs; and promote occupational safety and health and improve working conditions. Particular attention will be paid to: meeting the needs of disadvantaged groups in the labour force, including women, young persons and migrant workers; and vocational rehabilitation programmes for the disabled. Assistance will be provided to governments to strengthen their capacity to collect and analyse labour statistics, as a basis for the formulation of labour and social policies. The team will provide support to employers' and workers' organizations, and to the development of tripartism, industrial relations and labour legislation. The activities of the team will also contribute to an increased awareness of international labour standards among constituents in the region, provide guidance on the application of ratified Conventions and support the ratification of new standards.

270.10. The following countries will be covered by the team: Cambodia, China, the Republic of Korea, the Lao People's Democratic Republic, Malaysia, Mongolia, Myanmar, Singapore, Thailand and Viet Nam. The team will provide technical support to the ILO offices located in Bangkok and Beijing. In order to meet the diverse needs of the countries in the region, the team will also provide technical support to the other teams in technical areas not covered by their staff. The team will provisionally be composed of 18 technical advisers.

South Asia Multidisciplinary Advisory Team

270.11. This team, provisionally located in New Delhi, will focus its attention on the alleviation of poverty, the promotion of gainful employment, human resources development and the social protection of workers in the countries of South Asia. Poverty alleviation, through the promotion of employment policies and programmes to create jobs, will be an issue of special priority for the team. Human resources development efforts will focus on vocational training to meet the needs of both small enterprises and larger industries, manpower development in support of structural adjustment and privatization, and training in rural areas. In the area of workers' protection, emphasis will be placed on small enterprises, rural workers, disadvantaged groups, the eradication of child labour, social security, and the working environment. The team's activities will also include advisory services to employers' and workers' organizations to promote their involvement in employment and labour questions within a tripartite framework, and in the promotion and implementation of international labour standards.

270.12. The team will provide technical support to the ILO offices in Colombo, Dhaka, Islamabad, and New Delhi. The countries covered by the team are: Bangladesh, India, Nepal, Pakistan and Sri Lanka. The team will collaborate with the SAARC Secretariat in Kathmandu in the development of technical programmes. The team will provisionally be composed of 12 technical advisers.

South-East Asia and the Pacific Multidisciplinary Advisory Team

270.13. This team will provisionally be based in Manila and its main objective will be to provide technical advice and support to ILO constituents in Fiji, Indonesia, Papua New Guinea, the Philippines, and Solomon Islands, as well as the island countries of the South Pacific. The team will provide technical support to the ILO offices in Jakarta, Manila and Suva. Owing to the diverse needs of the countries covered, the team will work in close collaboration with, and receive support from, the team for East Asia. The team's activities will include the provision of technical advisory services on: employment policies and programmes; training; entrepreneurship development; working conditions and environment; and labour legislation and industrial relations. Initially, the team will be staffed by five technical advisers to cover these fields. The team will cooperate with the Regional Office in strengthening cooperation with the Asian Development Bank, which is based in Manila.

ILO activities in the main technical fields

International labour standards

270.14. The technical advisers on international labour standards will maintain close relations with governments and with employers' and workers' organizations on standards and related matters and will provide technical advice and assistance to meet their needs through study courses and national and regional seminars. Assistance will also be provided for the translation of ILO instruments into local languages. Regional symposia will be organized on selected topics and briefings will be provided to ILO field staff with a view to ensuring that ILO standards receive due priority in their activities. This work will be carried out in close collaboration with major programme 50 (International labour standards and human rights). Particular attention will be paid to the links between international labour standards and technical cooperation activities.

Employment and development

270.15. Activities in this field are aimed at raising the level of employment and alleviating poverty. More specifically, activities will focus on: enhanced national capacity for the design and implementation of policies for employment generation and poverty alleviation; strategies for employment and development which are sufficiently flexible to achieve structural changes and adjustment; active and flexible labour market policies; and operational programmes for employment promotion and poverty alleviation. Special emphasis will be placed on employment promotion in rural areas and appropriate employment and labour market measures in the countries undergoing the transition to a market economy. Work on employment strategies will assist member States to: formulate strategies for poverty alleviation which can be integrated into development plans; incorporate the objective of poverty alleviation into programme and project development exercises; and strengthen micro-level interventions for employment and income generation. Activities to develop strategic approaches to employment promotion, which were initiated in previous biennia with the guidance of ARTEP, will continue.

270.16. Activities in the field of labour markets will focus on: improving productivity and raising incomes in the informal sector; analysing labour markets; and providing advice on macroeconomic and sectoral economic policies and the regulatory framework. Work on human resources development (HRD) planning will continue, building upon the base created by the Asian Network of HRD Planning Institutes established in 1987-92 with UNDP support. The centrally planned economies which are in the process of transition to a market economy will continue to face the problem of unemployment, the emergence of informal sources of employment and the growth of wage differentials between sectors and activities. Work in these areas will focus on: analysing the employment and labour market implications of economic reforms; and strengthening the capacity of ministries of labour and planning to pursue active labour market policies. Advisory services will be geared towards strengthening the institutions responsible for collecting and disseminating labour market information and undertaking labour market analysis.

270.17. Employment creation and poverty alleviation are major objectives of employment-intensive works programmes. Activities in this area will include: advisory services on the selection of appropriate technologies for such programmes; advice to governments on raising the productivity of labour-intensive works through improved management; training courses on appropriate technologies; and technical cooperation projects designed to promote the use of diverse technologies. Emphasis will also be placed on improving productivity and promoting safety and health in construction. Assistance will be provided with a view to improving national policies and procedures for the protection of migrant workers, particularly in view of the growing mobility of Asian workers, the numbers of workers employed overseas and the role of private agents in organizing migration. Major issues for Asian sending and receiving countries will continue to include the problem of protecting illegal migrant workers and the development of programmes for returning migrants. These activities will be undertaken in close cooperation with major programmes 60 (Employment and development) and 70 (Training).

Enterprise and cooperative development

270.18. The objective of work in this field is the economic and social development of the countries in the region through the strengthening of entrepreneurship and the enterprise sector, the provision of management training and the development of cooperatives. Activities in the field of management development will include the provision of technical assistance to national institutions and advisory services to public and private enterprises and governments. Particular emphasis will continue to be placed on: the design and introduction of training systems and programmes to improve supervisory practices; the provision of technical assistance to national institutions involved in management development; and the development and strengthening of institutions and programmes for the enhancement of productivity. Assistance will also be provided to improve management practices in state enterprises and to formulate privatization schemes.

270.19. A major objective is the development of entrepreneurship and small enterprises using local skills and resources. Small enterprises have played a crucial role in employment generation and economic growth in the region. Activities will also be undertaken to improve the ability of managers of small-scale enterprises to take advantage of commercial opportunities and manage an enterprise efficiently. Particular emphasis will be placed on vulnerable groups, such as young persons and women. Cooperative development continues to be accorded a high priority in many member States in the region as a means of directing resources and services to low-income families in rural and urban areas. Advice and assistance will be provided to governments, cooperative organizations and trade unions on cooperative development policies and programmes. These activities will be undertaken in close cooperation with major programme 65 (Enterprise and cooperative development).

Training

270.20. The objective of work in this field is the economic and social development of the countries in the region. Assistance will be provided in the formulation and promotion of appropriate training policies, the provision of adequate vocational and skills training, and vocational rehabilitation. More specifically, activities will be aimed at: improving access to information on all aspects of training and promoting the exchange of information on national training policies between countries in the region; developing rural vocational training systems; and promoting comprehensive national training policies and improved training systems and programmes. The activities of the Asian and Pacific Skills Development Programme (APSDEP) in the service of member States in the region will continue to receive technical support from the ILO.

270.21. An important goal of this work will be the development of policies, programmes and approaches to respond to changing labour market needs. Activities in this field will include the preparation of technical cooperation projects relating to all aspects of vocational training, including traditional and advanced technologies and rural training. Particular attention will be paid to skill development needs in the context of economic transition and structural adjustment. Joint activities will continue to be undertaken with the World Bank and the Asian Development Bank, especially in the fields of policy dialogue, sectoral reviews, fellowships and the technical backstopping of loan and technical assistance projects. Activities will also focus on the development of skills in the non-agricultural sector and on the design of vocational training systems that promote employment in both the rural and urban informal sectors, with a view to alleviating poverty and increasing productivity. Resources are provided for activities related to the vocational rehabilitation of disabled persons, including persons with drug-related problems. These activities will be undertaken in close cooperation with major programmes 70 (Training) and 75 (Turin Centre).

Tripartism

270.22. The general objective of work in this field is the establishment by member States in the region of efficient tripartite structures. This involves increasing the efficiency and effectiveness of government ministries and departments responsible for labour and social issues and enhancing the capacity of employers' and workers' organizations to defend their members' interests and thereby contribute to sound industrial relations. Labour administrations in the region are under considerable pressure to reorganize, reorient their roles and services and upgrade management skills to respond effectively to political and economic changes. Countries undergoing the transition to a market economy will be provided with technical advisory services on issues related to collective bargaining, tripartism, labour dispute settlement and wage policies in the context of structural adjustment. In countries which have experienced rapid economic growth, advisory services will aim to upgrade the efficiency and effectiveness of labour administrations and employers' and workers' organizations. In lower income countries, activities will focus on extending services to more vulnerable workers, particularly in the urban informal sector. Support will also be provided for the implementation of labour laws.

270.23. The importance of industrial relations and labour legislation is gaining increased recognition in many countries in the region. For the more rapidly growing economies with an expanding workforce in the modern sector, the development of sound labour relations systems is vital. In economies in transition, as a result of the development of a market economy and the expansion of foreign investment and private ownership, demand has increased for ILO assistance to improve labour legislation. Activities will focus on: labour-management cooperation for improved productivity; various forms of workers' participation; the development and application of effective conciliation and arbitration procedures for the settlement of labour disputes; and the promotion of tripartism. The implementation of activities in this field will be closely linked with the work on international labour standards.

Employers' activities

270.24. The main objectives of activities relating to employers' organizations are improved management, increased capacity to contribute to national policy-making and a broader scope of services and activities. Particular attention will be placed on: human resources management; vocational training; environmental management; productivity improvement; the improvement of working conditions; the integration of women into economic activities; international labour standards; and employment generation. These activities will aim to encourage employers' organizations, together with workers' organizations, to play an active role in the establishment of sound industrial relations systems.

Workers' activities

270.25. As regards workers' organizations, the main objective will be increased participation in the development process and strengthened organizational capacity. Emphasis will be placed on: trade union and human rights and ILO standards; increased cooperation with the technical major programmes to promote tripartite approaches and stimulate interdepartmental cooperation within the ILO; improvements in workers' education structures; the mobilization of women into trade unions; industrial relations; systematic monitoring and gathering of information on labour developments in the region; and occupational safety and health. Activities in this field will be carried out in close collaboration with major programmes 80 (Industrial relations and labour administration), 225 (Employers' activities) and 230 (Workers' activities).

Working conditions and social protection

270.26. The objectives of work in this field include improved occupational safety and health, working conditions, welfare facilities and social security in the region. In the field of occupational safety and health, special attention will be paid to basic policy instruments and the most common safety and health problems. A wide range of activities at the national and regional levels will be carried out to assist governments and employers' and workers' organizations to improve workers' protection against occupational accidents and diseases. In the area of conditions of work and welfare facilities, the multidisciplinary teams will promote the implementation of the relevant international labour standards, and especially instruments on child labour, welfare facilities for workers and workers with family responsibilities. Major priorities will include: promoting the enforcement of laws and regulations which prohibit child labour and enhance the protection and access to education and welfare facilities of working children; promoting better working conditions in small and medium-sized enterprises; and assisting workers with alcohol- and drug-related problems.

270.27. Economic and social development in the region has been accompanied by a rapid increase in the need for advice and assistance for the further development of social protection schemes. The ILO will pay particular attention to improving the organization and administration of existing social security schemes and extending the coverage of social protection, both in terms of contingencies and population categories. Emphasis will be placed on strengthening income protection in old age and developing health insurance schemes in coordination with national health policies. Attention will be paid to the role of social protection schemes in countries undergoing structural change, including those engaged in the transition to a market economy. The ratification of international labour standards on social security will be promoted through technical cooperation activities. The activities of the subprogramme will be supported by major programmes 90 (Working conditions and environment) and 110 (Social security).

Women workers' questions

270.28. Activities in this field will aim to: integrate women's concerns into all ILO activities; strengthen the policies and programmes of ILO constituents in this field; promote tripartism; and assist the non-governmental organizations concerned. This will involve supporting projects which give particular emphasis to: increasing women's access to employment, credit and training; improving the quality of work, life and social protection; and organizing women in trade unions and self-help organizations.

Technical cooperation

270.29. Expenditure from extra-budgetary sources is expected to be about $59 million for technical cooperation in Asia and the Pacific. Activities will be concentrated on: employment promotion and poverty alleviation; the improvement of working conditions and social protection; the promotion of democracy and tripartite institutions; and the strengthening of labour administration. Technical cooperation and advisory services will focus on areas such as: strategies for employment promotion and poverty alleviation; entrepreneurship and small enterprise development; active and flexible labour market policies; skill upgrading under conditions of economic transition and rapid technological change; occupational safety and health; working conditions, in particular child labour; and providing support to countries undergoing the transition to a market economy. Increased emphasis will be given to an interdisciplinary approach to programme formulation and implementation, and the promotion of TCDC activities, including the establishment of networks of national institutions in the region for joint activities in the field of training and the exchange of expertise and experiences.

270.30. RBTC funds for field projects, amounting to some $2.9 million, will be used to support a wide range of pilot activities at the country and regional levels in the following areas: international labour standards; women and young workers; issues related to economic transition; programme development; and regional fellowship programmes.

Regional technical management

270.31. This subprogramme includes the position of deputy director responsible for technical programmes, together with provision for secretarial support and mission credits for technical advisory services.

270.3. Relations, service and support

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	18/00
GENERAL SERVICE WORK-YEARS	63/00
NON-STAFF COSTS	$1,228,053
TOTAL	**$4,595,341**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	2/00
GENERAL SERVICE WORK-YEARS	29/00
NON-STAFF COSTS	$42,203
TOTAL, EXCLUDING TECHNICAL COOP.	**$898,835**
TECHNICAL COOPERATION	-

270.32. The main objectives of this programme are to ensure that: ILO activities in the region are properly planned, coordinated, implemented and followed up; the regional major programme reflects the needs of ILO constituents; and the public is informed of ILO objectives and activities. Liaison is maintained with major programme 265 (Field programmes in Arab States) in relation to regional meetings.

270.33. The work covered by this programme is divided into the following subprogrammes: Relations and public information; Library and documentation; Economic analysis and regional programming; Area office operations; Personnel finance and administration; and Programme management and support.

270.34. The functions of the Bangkok office include: relations with tripartite constituents and the preparation and implementation of ILO activities in countries of the region not covered by any other office, including rapidly expanding activities in Cambodia and Viet Nam; coordination of ILO cooperation with the UN High Commissioner for Refugees, the UN Border Relief Operation and non-governmental organizations concerned with refugees and displaced persons; and liaising with the Interim Mekong Committee. This subprogramme also includes a provision for a professional position and local support in Kathmandu for the implementation of ILO activities in Nepal and for coordination with UNDP. Projected expenditure from extra-budgetary sources on technical cooperation activities in the countries covered by the Bangkok office during the biennium 1994-95 is expected to be over $8.5 million.

270.35. As regards the Islamic Republic of Iran and Afghanistan, the services of the Regional Office will be extended to cover not only relations with constituents but also technical cooperation activities. Precise arrangements for the provision of these services will be determined in due course in consultation with the governments concerned.

270.36. Provision is made under the Programme management and support subprogramme for the deputy director responsible for operations and management in the regional department, for secretarial assistance and for travel. This includes resources of $43,560 for a meeting of directors of ILO offices in the region.

270.4. Network of offices

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	36/00
GENERAL SERVICE WORK-YEARS	148/03
NON-STAFF COSTS	$2,604,300
TOTAL	**$9,922,950**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	1/00
GENERAL SERVICE WORK-YEARS	28/00
NON-STAFF COSTS	-
TOTAL, EXCLUDING TECHNICAL COOP.	**$445,247**
TECHNICAL COOPERATION	-

270.37. Provision is made under this programme for offices in: Beijing, Colombo, Dhaka, Islamabad, Jakarta, Manila, New Delhi, Suva and Tokyo. To meet the need for strengthened programme management and development at the country level, including coordination between different technical programmes, provision is made for the reinforcement of several ILO offices in the region through an increase of 3/00 Professional and 20/03 General Service work-years funded from the regular budget. This increase is partly offset by a reduction in non-staff costs, mainly due to the reduction in rent of the Tokyo office by some $112,000 as a result of a planned move to smaller premises.

Major Programme 270. Field Programmes in Asia and the Pacific

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
270.01. REGIONAL MANAGEMENT										
REGIONAL MANAGEMENT	2/00	2/00	415,546	89,547	505,093	-	-	-	-	-
1994-95 TOTALS	**2/00**	**2/00**	**415,546**	**89,547**	**505,093**	-	-	-	-	-
1992-93 TOTALS	**2/00**	**2/00**	**415,546**	**89,547**	**505,093**	-	-	-	-	-
270.02. REGIONAL TECHNICAL PROGRAMMES										
EAST ASIA MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	36/00	26/00	4,992,576	708,000	5,700,576	-	-	-	-	-
SOUTH ASIA MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	22/00	18/00	3,016,918	463,793	3,480,711	-	-	-	-	-
SOUTH-EAST ASIA AND THE PACIFIC MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	10/00	6/00	1,308,420	175,000	1,483,420	-	-	-	-	-
FIELD PROJECTS (RBTC)	-	-	-	2,940,000	2,940,000	-	-	-	-	-
REGIONAL TECHNICAL MANAGEMENT	2/00	1/00	267,032	15,840	282,872	-	2/00	40,000	-	40,000
1994-95 TOTALS	**70/00**	**51/00**	**9,584,946**	**4,302,633**	**13,887,579**	-	**2/00**	**40,000**	-	**40,000**
1992-93 TOTALS	**68/00**	**62/00**	**10,007,220**	**3,543,920**	**13,551,140**	-	-	-	-	-
270.03. RELATIONS, SERVICE AND SUPPORT										
RELATIONS AND PUBLIC INFORMATION	2/00	2/00	287,032	81,490	368,522	-	-	-	-	-
LIBRARY AND DOCUMENTATION	-	4/00	100,000	27,860	127,860	-	-	-	-	-
ECONOMIC ANALYSIS AND REGIONAL PROGRAMMING	2/06	2/00	348,790	17,160	365,950	1/06	8/00	385,274	-	385,274
AREA OFFICE OPERATIONS	6/00	18/00	961,096	71,120	1,032,216	-	6/00	109,600	40,000	149,600
PERSONNEL, FINANCE AND ADMINISTRATION	5/06	35/00	1,383,338	969,703	2,353,041	0/06	15/00	361,758	2,203	363,961
PROGRAMME MANAGEMENT AND SUPPORT	2/00	2/00	287,032	60,720	347,752	-	-	-	-	-
1994-95 TOTALS	**18/00**	**63/00**	**3,367,288**	**1,228,053**	**4,595,341**	**2/00**	**29/00**	**856,632**	**42,203**	**898,835**
1992-93 TOTALS	**16/00**	**51/00**	**3,040,256**	**1,092,700**	**4,132,956**	**2/00**	**13/00**	**540,078**	**18,337**	**558,415**
270.04. NETWORK OF OFFICES										
OFFICE, BEIJING	6/00	2/00	807,096	270,100	1,077,196	-	4/00	26,800	-	26,800
OFFICE, COLOMBO	2/00	14/00	329,182	92,860	422,042	-	6/00	44,700	-	44,700
OFFICE, DHAKA	3/00	26/00	612,348	118,470	730,818	-	-	-	-	-
OFFICE, ISLAMABAD	4/00	20/00	808,364	196,500	1,004,864	-	2/00	48,000	-	48,000
OFFICE, JAKARTA	4/00	18/00	815,464	150,810	966,274	-	4/00	48,271	-	48,271
OFFICE, MANILA	4/00	18/00	741,104	162,960	904,064	-	2/00	30,960	-	30,960
OFFICE, NEW DELHI	3/00	26/00	698,778	415,300	1,114,078	1/00	8/00	216,516	-	216,516
OFFICE, SUVA	4/00	12/00	675,764	204,640	880,404	-	2/00	30,000	-	30,000
OFFICE, TOKYO	6/00	12/03	1,830,550	992,660	2,823,210	-	-	-	-	-
1994-95 TOTALS	**36/00**	**148/03**	**7,318,650**	**2,604,300**	**9,922,950**	**1/00**	**28/00**	**445,247**	-	**445,247**
1992-93 TOTALS	**33/00**	**128/00**	**6,791,082**	**2,730,890**	**9,521,972**	-	**21/00**	**176,152**	-	**176,152**

Major Programme 280. Field Programmes in Europe

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFESSIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
280.01	REGIONAL MANAGEMENT, RELATIONS AND SUPPORT	5/00	6/00	1,094,388	88,140	1,182,528
280.02	REGIONAL TECHNICAL PROGRAMMES	14/00	6/00	1,789,224	862,376	2,651,600
280.03	NETWORK OF OFFICES	22/07	35/06	3,898,276	1,705,940	5,604,216
1994-95	**TOTALS**					
	REGULAR BUDGET	41/07	47/06	6,781,888	2,656,456	9,438,344
	OTHER SOURCES	3/00	9/00	784,600	-	784,600
1992-93	**TOTALS**					
	REGULAR BUDGET	32/00	44/00	5,585,462	2,207,030	7,792,492
	OTHER SOURCES	3/00	13/00	838,516	-	838,516

280.1. The objective of this major programme is that ILO activities relating to the European region are planned and carried out in accordance with the wishes and needs of the member States in the region and that relations between the ILO and its European constituents remain close. Taking account of the needs of the region, which is undergoing rapid economic and social change, the specific objectives of this major programme for the biennium 1994-95 are to ensure that:

- international labour standards are ratified and implemented;
- tripartite systems which institutionalize social dialogue are developed and strengthened;
- appropriate strategies are implemented to cope with the process of economic adjustment linked to new technologies, new forms of industrial organization and increased international competition;
- equality of opportunity and treatment for men and women, ethnic minorities, migrants and other disadvantaged groups is achieved;
- the environment, especially the working environment, and the health and safety of workers are improved;
- the countries of Central and Eastern Europe and central Asia develop new labour legislation, autonomous and tripartite labour institutions and related training programmes to facilitate democratization and the transition to a market economy.

280.2. The attainment of these objectives requires: the continuing assessment of economic, social and labour trends; the coordination and support of the activities of various technical major programmes; the maintenance and strengthening of relations with governments and employers' and workers' organizations in the region; and the dissemination of information. In addition, through its network of offices, the major programme provides services to headquarters with regard to relations with governments and employers' and workers' organizations, the recruitment of experts, the placement of fellows, the sale of publications and the dissemination of information.

280.3. A specific and important function of this major programme is to play a coordinating and supporting role for technical cooperation activities in Europe, which have increased considerably, especially in Central and Eastern Europe. It will also be important to provide assistance to the central Asian republics of the former USSR. Emphasis will be placed on providing assistance for the development of autonomous and tripartite labour institutions and for the transition to a market economy under socially acceptable conditions.

280.4. The regular budget resources for this major programme are increased by some $1.6 million in constant dollars. This results from an increase of some $1.9 million under programme 280.2 (Regional technical programmes), where a new subprogramme is included for the multidisciplinary team for Central and Eastern Europe. The resources for the team include 14/00 Professional work-years, 6/00 local General Service work-years and some $325,000 for non-staff costs, totalling some $2.1 million. There is also an increase of some $148,000 in RBTC credits. These increases are offset by the fact that the programme no longer contains a separate provision for ad hoc advisory services, which amounted to some $400,000 in the biennium 1992-93. The net increase of some $1.9 million under programme 280.2 is offset by a decrease in resources amounting to some $220,000 under programme 280.3 (Network of offices).

280.1. Regional management, relations and support

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	5/00
GENERAL SERVICE WORK-YEARS	6/00
NON-STAFF COSTS	$88,140
TOTAL	**$1,182,528**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	1/00
GENERAL SERVICE WORK-YEARS	-
NON-STAFF COSTS	-
TOTAL, EXCLUDING TECHNICAL COOP.	**$123,516**
TECHNICAL COOPERATION	-

280.5. Provision is made under this programme for the management, support and coordination of all activities carried out under the major programme. As in other major programmes, the mechanisms for the programming, control and evaluation of the activities undertaken in the region will be strengthened. Another function of this programme is to ensure that governments and employers' and workers' organizations are informed about ILO activities in Europe and that these activities are properly coordinated with those of other UN organizations, in particular the UN Economic Commission for Europe, and intergovernmental organizations dealing with economic and labour matters in Europe (the European Communities, OECD, the Council of Europe and the Nordic Council). In addition, an important responsibility of this programme is to ensure the ILO's involvement in the international coordination of assistance to Central and Eastern Europe, and to maintain relations with the European Communities and the European Bank for Reconstruction and Development (EBRD) for this purpose. This programme also includes activities to promote the ratification and application of international labour standards and work related to the promotion of technical cooperation activities in the region.

280.2. Regional technical programmes

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	14/00
GENERAL SERVICE WORK-YEARS	6/00
NON-STAFF COSTS	$862,376
TOTAL	**$2,651,600**
OTHER SOURCES	-

280.6. The objective of this programme is to provide technical advice and assistance to ILO constituents in the region, mainly in Central and Eastern Europe, in southern European countries, such as Turkey and Cyprus, and in the central Asian republics of the former USSR. The main activities will include the identification, formulation and implementation of technical cooperation projects, the provision of technical advice through the multidisciplinary team for Central and Eastern Europe, and the organization of seminars, round tables, study tours and training courses in collaboration with the Turin Centre.

Central and Eastern Europe Multidisciplinary Advisory Team

280.7. In accordance with the ILO's policy to streamline the organization of its technical capacity in the field, as outlined in the Introduction to these proposals, provision is made for the further development of the multidisciplinary team for Central and Eastern Europe (which was financed in part from the Programme Flexibility Reserve during the biennium 1992-93) with the terms of reference indicated in the Introduction. The team will be located in Budapest and will comprise seven technical advisers with professional expertise corresponding to the various technical fields falling within the ILO's basic mandate and competence. The team covers all the countries of Central and Eastern Europe, including the republics of the former USSR, with the exception of those in central Asia.

280.8. The team in Central and Eastern Europe will initially include advisers on employment, active labour market policies, industrial relations, wage policies, social security, and on employers' and workers' activities. Assistance in the field of labour standards will continue to be provided from headquarters. The composition of the team will be adapted to the needs of the countries which it serves. Account will also be taken of the links and complementarity between the various specializations, which should make it possible to combine disciplines in the composition and staffing of the team. Flexibility with regard to the technical composition of the team, coupled with collaboration between the multidisciplinary team and the technical major programmes at headquarters, will ensure that adequate attention is given to requests for assistance from ILO member States.

280.9. The multidisciplinary team will provide support to headquarters with respect to the programming, coordination and management of operational activities. The team will be the focal point for the provision of technical assistance to the ILO's tripartite constituents at the national and subregional levels. In this connection, it will participate in the formulation of ILO country and subregional objectives, strategies and programmes and, where appropriate, it will backstop technical cooperation activities associated with such programmes. In view of its broad focus and the adoption of a more comprehensive approach to the provision of technical advisory work, the team is expected to contribute significantly to the development of employers' and workers' organizations and tripartite institutions in Central and Eastern Europe during the transition to a market economy.

Technical cooperation

280.10. An amount of $537,600 in RBTC resources will be provided to enable a flexible response to requests for assistance in accordance with the national objectives established in consultation with the ILO's constituents. The increase in RBTC, which amounts to some $148,000, is necessary to respond to the assistance needs of the ILO's constituents in the region, and particularly the new member States in Central and Eastern Europe and in central Asia. The RBTC resources will be used in the first instance to promote respect for basic human rights and the development of tripartite institutions. Activities to combat discrimination against women and ethnic minorities will receive special attention. With a view to the alleviation of poverty, support will be provided for policies to create productive income-generating jobs as well as the protection of vulnerable groups. To the extent possible, RBTC funds will be used for the preparation of larger scale projects for submission to UNDP, development banks and multi-bilateral donors for financing.

280.11. It is expected that some $5.4 million will be available from extra-budgetary sources for Central and Eastern Europe, for southern European countries, such as Turkey and Cyprus, and for regional projects. Extra-budgetary funds for projects in the new member States in central Asia will also be sought. In Central and Eastern Europe, donors give priority to industrial relations, active labour market policies, labour placement services, enterprise development, training, social security and labour statistics. In Turkey, the emphasis is on training and labour markets. In central Asia, priority will be given to the development of labour institutions which are essential to the transition processes on which some of the countries have embarked.

280.3. Network of offices

REGULAR BUDGET	
PROFESSIONAL WORK-YEARS	22/07
GENERAL SERVICE WORK-YEARS	35/06
NON-STAFF COSTS	$1,705,940
TOTAL	**$5,604,216**
OTHER SOURCES	
PROFESSIONAL WORK-YEARS	2/00
GENERAL SERVICE WORK-YEARS	9/00
NON-STAFF COSTS	-
TOTAL, EXCLUDING TECHNICAL COOP.	**$661,084**
TECHNICAL COOPERATION	-

280.12. The aim of this programme is to serve ILO constituents in the region by maintaining and developing contacts with various national and international institutions and organizations, in particular employers' and workers' organizations. The ILO will maintain relations with the OECD, mainly through the exchange of documentation and information about research work, and will participate in meetings on employment, industrial relations, education and training and the participation of women in the labour force. Cooperation with western European organizations, particularly the European Communities and the Council of Europe, will concentrate on the areas of social security, occupational safety and health, working conditions, industrial relations, human rights, equality of rights for women, migrants, youth employment, the disabled and manpower adjustment policies. Another focus of collaboration with the European Communities will be technical cooperation activities in developing countries and in Central and Eastern Europe.

280.13. Provision is made under this programme for the ILO office in Ankara, the liaison office in Brussels and six branch offices in Bonn, London, Madrid, Moscow, Paris and Rome. The Brussels liaison office maintains relations with the European Communities and functions as a branch office for the Benelux countries. The branch offices are accredited as ILO representatives to the following organizations: the International Maritime Organization (IMO) and the EBRD in London; the OECD and UNESCO in Paris; FAO, the World Food Programme, the World Food Council and IFAD in Rome; and the World Tourism Organization (WTO) in Madrid.

280.14. These offices provide various services for headquarters, such as collecting information, arranging for visits and meetings, selling ILO publications, disseminating information and promoting public relations on behalf of the ILO. They also render important services in support of technical cooperation activities for developing countries, such as the recruitment of experts and the placement of fellows, and a number of them are involved in the promotion of the multi-bilateral programme for technical cooperation.

280.15. The Director-General is convinced that these offices play an important role in providing services to constituents in the countries in which they are located, and in other member States. However, in view of the overall resource constraint and the need to respond actively to the increase in demand for assistance from other member States in the region, the resources for these offices are to be decreased in the biennium 1994-95. Taking account of changes under both the regular budget and Programme Support Income, the posts of deputy director in the Moscow and Paris offices will be abolished in line with the situation in the other branch offices. In the offices in Paris and Rome, there will be a reduction in General Service support under both regular budget and Programme Support Income. These reductions will be carried out in such a way as not to prejudice the position of serving staff in the offices concerned. In addition, there will be some reductions in non-staff resources in all the branch offices, amounting to some $39,000.

280.16. Provision is made under this programme for the services of national correspondents in Bulgaria, the Czech and Slovak Federal Republic, Hungary, Poland and Romania. The resources are increased by $40,000, taking account of the need to provide these services on a full-time rather than part-time basis, as in previous biennia, and the suppression of the post of correspondent in Yugoslavia. The correspondents serve as focal points on matters of ILO concern and ensure liaison between the ILO and its constituents in the countries concerned.

Major Programme 280. Field Programmes in Europe

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
280.01. REGIONAL MANAGEMENT, RELATIONS AND SUPPORT										
REGIONAL PROGRAMMING	1/05	1/00	244,809	-	244,809	-	-	-	-	-
RELATIONS AND INFORMATION	1/04	1/00	234,516	44,070	278,586	-	-	-	-	-
PERSONNEL, FINANCIAL AND INTERNAL ADMINISTRATION	0/03	2/00	170,535	-	170,535	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	2/00	444,528	44,070	488,598	1/00	-	123,516	-	123,516
1994-95 TOTALS	**5/00**	**6/00**	**1,094,388**	**88,140**	**1,182,528**	**1/00**	-	**123,516**	-	**123,516**
1992-93 TOTALS	**5/00**	**6/00**	**1,094,388**	**88,140**	**1,182,528**	**1/00**	-	**123,516**	-	**123,516**
280.02. REGIONAL TECHNICAL PROGRAMMES										
CENTRAL AND EASTERN EUROPE MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	14/00	6/00	1,789,224	324,776	2,114,000	-	-	-	-	
FIELD PROJECTS (RBTC)	-	-	-	537,600	537,600	-	-	-	-	-
1994-95 TOTALS	**14/00**	**6/00**	**1,789,224**	**862,376**	**2,651,600**	-	-	-	-	-
1992-93 TOTALS	**3/00**	-	**370,548**	**413,700**	**784,248**	-	-	-	-	-
280.03. NETWORK OF OFFICES										
OFFICE, ANKARA	2/00	6/00	402,032	111,000	513,032	-	2/00	92,084	-	92,084
LIAISON OFFICE, BRUSSELS	4/00	4/00	717,614	267,380	984,994	-	1/00	44,000	-	44,000
BRANCH OFFICE, BONN	2/00	5/00	531,070	151,250	682,320	-	1/00	67,000	-	67,000
BRANCH OFFICE, LONDON	2/00	4/00	508,970	475,710	984,680	2/00	2/00	240,000	-	240,000
BRANCH OFFICE, MADRID	2/00	-	205,000	20,600	225,600	-	-	-	-	-
BRANCH OFFICE, MOSCOW	6/07	6/00	268,000	189,350	457,350	-	-	-	-	-
BRANCH OFFICE, PARIS	2/00	6/02	809,150	231,430	1,040,580	-	3/00	218,000	-	218,000
BRANCH OFFICE, ROME	2/00	4/04	456,440	135,220	591,660	-	-	-	-	-
NATIONAL CORRESPONDENTS (FULL-TIME)	-	-	-	124,000	124,000	-	-	-	-	-
1994-95 TOTALS	**22/07**	**35/06**	**3,898,276**	**1,705,940**	**5,604,216**	**2/00**	**9/00**	**661,084**	-	**661,084**
1992-93 TOTALS	**24/00**	**38/00**	**4,120,526**	**1,705,190**	**5,825,716**	**2/00**	**13/00**	**715,000**	-	**715,000**

Major Programme 290. Other Budgetary Provisions

Summary of 1994-95 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
LOAN ANNUITIES	-	-	-	7,224,581	7,224,581	-	-	-	-	-
ILO STAFF PENSIONS FUND : AMORTISATION OF ACTUARIAL DEFICIT	-	-	-	200,000	200,000	-	-	-	-	-
SPECIAL PAYMENTS FUND	-	-	-	112,900	112,900	-	-	-	-	-
STAFF HEALTH INSURANCE FUND: CONTRIBUTION FOR THE INSURANCE OF RETIRED OFFICIALS	-	-	-	6,140,000	6,140,000	-	-	-	-	-
CONTRIBUTION TO THE BUILDING AND ACCOMODATION FUND	-	-	-	248,390	248,390	-	-	-	-	-
JOINT INSPECTION UNIT	-	-	-	435,000	435,000	-	-	-	-	-
CONSULTATIVE COMMITTEE ON ADMINISTRATIVE QUESTIONS	-	-	-	89,940	89,940	-	-	-	-	-
CONSULTATIVE COMMITTEE ON SUBSTANTIVE QUESTIONS	-	-	-	46,000	46,000	-	-	-	-	-
INTERNATIONAL CIVIL SERVICE COMMISSION	-	-	-	536,840	536,840	-	-	-	-	-
ADVISORY COMMITTEE FOR COORDINATION OF INFORMATION SYSTEMS	-	-	-	142,580	142,580	-	-	-	-	-
JOINT MEDICAL SERVICE	-	-	-	1,255,410	1,255,410	-	-	-	-	-
EXTERNAL AUDIT COSTS	-	-	-	675,970	675,970	-	-	-	-	-
ADMINISTRATIVE TRIBUNAL	2/10	0/05	379,057	92,497	471,554	0/06	3/07	311,975	-	311,975
STAFF REPRESENTATION	4/00	3/00	703,548	-	703,548	-	-	-	-	-
CONTRIBUTION TO THE INTERNATIONAL SCHOOL OF GENEVA	-	-	-	47,745	47,745	-	-	-	-	-
CONTRIBUTION TO THE INTERNATIONAL DAY-NURSERY FOUNDATION OF GENEVA	-	-	-	94,198	94,198	-	-	-	-	-
UNPAID LIABILITIES	-	-	-	2,000	2,000	-	-	-	-	-
1994-95 TOTALS	**6/10**	**3/05**	**1,082,605**	**17,344,051**	**18,426,656**	**0/06**	**3/07**	**311,975**	**-**	**311,975**
1992-93 TOTALS	**6/10**	**3/05**	**1,082,605**	**16,867,161**	**17,949,766**	**0/06**	**3/07**	**311,975**	**-**	**311,975**

290.1. This major programme includes the budgetary provisions for contributions to various ILO funds and United Nations common system and inter-agency bodies, as well as provisions which do not appropriately fall under any of the other major programmes (other than those for Unforeseen expenditure and the Working Capital Fund).

Loan annuities on the ILO building

290.2. The estimate of $7,224,581 provides for the two annuities of 5,599,047 Swiss francs each payable in 1994 and 1995 to the Swiss Property Foundation for the International Organizations (FIPOI) for the loan in connection with the construction of the ILO headquarters building. The balance of the loan on 1 January 1994, including interest at the rate of 3 per cent accrued to that date, will be 115.4 million Swiss francs. Under the present agreement with the Swiss Government, this balance is reimbursable through 31 annuities, the last being payable on 31 December 2022. After the suspension of the 1988 and 1989 annuities, the Swiss Government agreed to maintain the annuities at the current level until 1999, when the terms of the loan will be re-examined.

Contributions to various ILO funds

ILO Staff Pensions Fund – Amortization of actuarial deficit

290.3. In January 1991 the Administrative Board of the ILO Staff Pensions Fund reviewed the actuarial valuation conducted in 1990, which indicated an increasing actuarial deficit of up to $3.13 million. It was agreed that new funds would be necessary to guarantee the payment of benefits and that higher annuities should be proposed for implementation as from 1994, once the results of the 1992 actuarial valuation were known.

290.4. In view of the increased actuarial deficit of up to $3.9 million confirmed by the 1992 review, it is presently anticipated that the Board will propose a new scale of annuities to be considered by the Governing Body at its 255th (February-March 1993) Session. The cost of this item is thus expected to amount to $600,000 in 1994-95 compared with $200,000 in 1992-93 (the increase of $400,000 being provided for under cost increases).

Special Payments Fund

290.5. The purpose of this Fund is to make periodic *ex gratia* payments to former officials or their spouses. These payments are made according to the decisions of the Governing Body at its 143rd (November 1959) and 151st (March 1962) Sessions. The Governing Body at its 190th (May-June 1973) Session extended the terms of reference of the Fund in order to give relief to pensioners suffering from hardship caused by exchange rate fluctuations. The Governing Body decided at its 213th (May-June 1980) Session to amend the terms of reference of the Fund, in order to provide *ex gratia* payments to former officials who are in receipt of pensions from the UN Joint Staff Pensions Fund established in US dollars, which are based on voluntary contributions and are not subject to adjustments for cost-of-living or currency changes. At its 244th (November 1989) Session the Governing Body again extended its terms of reference to provide *ex gratia* payments to former ILO officials or their survivors irrespective of whether or not they receive a pension benefit from the UNJSPF.

290.6. The ILO contribution to the Special Payments Fund was 400,000 Swiss francs per biennium until 1990-91. In the Programme and Budget for the biennium 1992-93, it was decided that, considering the level of the Fund, the equivalent amount in dollars (258,064) should be reduced to $112,900, on the understanding that for future biennia the amount of the provision would be restored to the previous level. At its 254th (November 1992) Session, the Governing Body again extended the terms of reference of the Fund in order to include survivors of former beneficiaries who had converted part of their pension into capital upon retirement.

290.7. In view of the size of the accumulated reserve, it is proposed to maintain the ILO contribution to the Fund at $112,900, equivalent to 175,000 Swiss francs.

Staff Health Insurance Fund – Contribution for the insurance of retired officials

290.8. This provision covers the ILO's contribution to the Staff Health Insurance Fund for the insurance of retired officials, invalidity pensioners and survivors (spouses and orphans) and is estimated at $6,140,000 for 1994-95. The increase of some 9 per cent over the level of the provision in the biennium 1992-93 is due to an expected increase in the number of pensioners and survivors participating in the Fund.

Contribution to the Building and Accommodation Fund

290.9. It is recalled that the International Labour Conference decided at its 79th (June 1992) Session to transfer to the Building and Accommodation Fund 2 million Swiss francs of the 1990-91 cash surplus to enable the ILO to meet in part the accommodation needs of field offices in the most economical and effective manner in the long term through the acquisition of premises under favourable conditions. Since the potential calls on the Fund for this purpose are well in excess of the amount of 2 million Swiss francs and renewals and major repairs are likely to become more costly as the building will have been in use for 20 years by 1994-95, it is proposed to maintain the contribution to the Fund at its 1992-93 level of 385,000 Swiss francs ($248,390).

Contributions to various United Nations common system bodies and inter-agency committees

Joint Inspection Unit

290.10. Following a decision taken by the Governing Body at its 170th (November 1967) Session, the ILO participates in the inspection system of the organizations of the United Nations family. A provision of $435,000 is made to cover the ILO's share of the cost of the Joint Inspection Unit in 1994-95.

Consultative Committee on Administrative Questions

290.11. Resources amounting to $89,940, are provided under this item to cover the ILO's regular contribution to the cost of the activities of the Consultative Committee on Administrative Questions (CCAQ) relating to financial, budgetary and personnel subjects.

Consultative Committee on Substantive Questions

290.12. A provision of $46,000 is made to cover the ILO's share of the cost of the secretariat of the Consultative Committee on Substantive Questions – Operational Activities (CCSQ/OPS), which is a subsidiary organ of the Administrative Committee on Coordination dealing with coordination and policy matters arising in connection with the system's field activities in developing countries.

International Civil Service Commission

290.13. This item covers the ILO's contribution to the cost of the International Civil Service Commission, which is responsible for coordinating personnel policies on conditions of service throughout the United Nations common system. A provision of $536,840 is made for this purpose.

Advisory Committee for Coordination of Information Systems

290.14. A provision of $142,580 is made to cover the ILO's share of the cost of the Advisory Committee for the Coordination of Information Systems (ACCIS), which deals with issues related to information systems within the UN system.

Joint Medical Service

290.15. Medical services for ILO staff are provided by the Joint Medical Service established by common agreement to service the ILO, the United Nations Office in Geneva, the World Health Organization and other intergovernmental organizations in Geneva. The functions of the service include: the provision of first aid and similar services and advice when required at headquarters; the medical examination of candidates for posts; the medical examination of staff at periodic intervals and upon separation from service and, under certain circumstances, the examination and treatment of the families of officials; and general advice on policy regarding the health of the staff. As the staff under this programme are officials of the WHO, no staff resources are shown in the table above, but each participating organization pays a cash contribution which is reassessed on a biennial basis in proportion to the services rendered. For the biennium 1994-95, the contribution is estimated at $1,255,410.

External audit costs

290.16. The estimate of $675,970 covers the cost of the audit of the accounts of the Organization. This amount includes the cost of the audit of all the funds for which the Director-General has custody (regular budget, UNDP, trust funds, extra-budgetary accounts and all other special accounts). Expenses incurred as a result of participation by the ILO's auditors in the activities of the Panel of External Auditors of the United Nations and specialized agencies are also provided for under this subprogramme.

Administrative Tribunal

290.17. The resources under this subprogramme, which amount to $471,554, provide for the Registrar of the Administrative Tribunal, part of the costs of the full-time Assistant Registrar and some clerical assistance, a small mission credit and the translation of case material. As in previous biennia, the remaining costs of the Assistant Registrar, the costs of further translation work, of maintaining a computer database of the Tribunal's case law and of clerical assistance and the judges' fees and travel expenses are shared with the other organizations which have accepted the Tribunal's jurisdiction.

Staff representation

290.18. Article 10.1 of the Staff Regulations accords time off to members of the Staff Union Committee for the purpose of representing the staff of the Office on questions of conditions of work and terms of employment. As in previous biennia, a provision of 4/00 Professional and 1/00 General Service work-years is proposed to finance partially replacements in those units in which members of the Staff Union Committee normally work. The provision is proposed under this major programme for subsequent allocation to the major programmes where replacements will be provided when the composition of the Committee is known.

290.19. The balance of 2/00 General Service work-years under this subprogramme provides for a secretary for the Staff Union.

International School of Geneva

290.20. It is proposed to maintain the contribution to the International School of Geneva at 74,000 Swiss francs ($47,745). The School, which is a non-profit-making foundation, is of an international nature and provides its pupils with the education necessary to permit them to continue their studies in the schools and universities of their countries of origin. It thus plays an important role in meeting the educational needs of staff members' children who attend the school, as well as of the children of members of government delegations in Geneva. These two groups together comprise approximately 40 per cent of the school's enrolment.

International Day Nursery Foundation of Geneva

290.21. The International Day Nursery provides appropriate day-care facilities for the children of the staff of the international organizations and government delegations in Geneva. For the same reasons as those mentioned in the paragraph above, it is proposed to maintain the ILO's contribution at 146,000 Swiss francs ($94,198).

Unpaid liabilities

290.22. The amount of $2,000 provides for the payment in 1994-95 of such transactions in respect of previous years as would not be appropriate to pay from any other item of the budget. This provision is required by article 17 of the Financial Regulations.

Part II. Unforeseen Expenditure

Major Programme 295. Unforeseen Expenditure

SUBPROGRAMMES	REGULAR BUDGET 1994-95 (IN US DOLLARS)					OTHER SOURCES 1994-95				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
UNFORESEEN EXPENDITURE	-	-	-	875,000	875,000	-	-	-	-	-
1994-95 TOTALS	-	-	-	**875,000**	**875,000**	-	-	-	-	-
1992-93 TOTALS	-	-	-	**875,000**	**875,000**	-	-	-	-	-

295.1. Since the 1965 budget, provision has been made under this item for unforeseen and extraordinary expenses, i.e. those which may arise when, as a result of Governing Body decisions taken after the adoption of the budget, or for any other reason, an approved budget credit is no longer sufficient for the purpose envisaged; or when the Governing Body approves an item of work or an activity for which no provision has been made in the budget. Before that time, the only means of financing unforeseen items which could not be covered by savings was by withdrawals from the Working Capital Fund. Since the 1992-93 budget, provision has also been made in Part I of the budget under major programme 140 (Interdepartmental projects) for a Programme flexibility reserve for technical activities, the need for which cannot be foreseen at the time of the adoption of the budget by the Conference.

295.2. In accordance with article 15 of the Financial Regulations no part of the resources provided under this item may be used for any other purpose without the specific prior authorization of the Governing Body.

295.3. The total supplementary expenditure authorizations approved by the Governing Body in respect of recent financial periods have been as follows:

Financial period	US dollars
1984-85	4,110,750
1986-87	38,158,400
1988-89	3,313,000
1990-91	8,804,500

295.4. Normally, these authorizations have provided in the first instance for financing to the extent possible out of budgetary savings; failing this, out of the credit under this item; and after exhaustion of this credit, by a withdrawal from the Working Capital Fund.

295.5. In the biennium 1992-93 the Governing Body has, to the end of November 1992, approved additional expenditure items totalling $865,000, of which $63,000 is to be financed from savings in Part I of the budget, and $802,000 is to be financed from savings in Part I or, to the extent that this is not possible, from Part II. The total amount includes $500,000 to cover the cost of a Fact-Finding and Conciliation Commission on Freedom of Association in the case of South Africa, $302,000 to finance the cost of the Tripartite Conference on Southern Africa, $18,000 to provide for Governing Body representation at the UN Conference on Environment and Development and $45,000 to cover increases in staff costs and other staff benefits for which no provision was made in the Programme and Budget for 1992-93.

295.6. The Governing Body at its 221st (November 1982) Session supported the Director-General's proposal that the provision under this item should be set at a more realistic level. However, in the current climate of financial constraints, it has not been possible to increase the level of this provision. Accordingly, the Director-General, while conscious of the need to maintain this provision in reasonable proportion to the size of the budget, proposes to keep it at the 1992-93 level, i.e. $875,000.

Part III. Working Capital Fund

Major Programme 296. Working Capital Fund

296.1. The Working Capital Fund is established for the following purposes, as defined in article 19(1) of the Financial Regulations:

a) to finance budgetary expenditure pending receipt of contributions or other income; and
b) in exceptional circumstances and subject to prior authorization of the Governing Body, to provide advances to meet contingencies and emergencies.

296.2. At the 248th (November 1990) Session of the Governing Body the Programme, Financial and Administrative Committee established a tripartite Working Party on the Working Capital Fund to review the level and operation of the Working Capital Fund. The Working Party unanimously proposed that the reimbursement of withdrawals from the Working Capital Fund for the financing of cash deficits should be changed from an annual to a biennial basis, that the distinction between the member States' share (Part I) and the Organization's share (Part II) of the Working Capital Fund be discontinued and that the amounts standing to the credit of each member State's share of Part I totalling 12,036,056 Swiss francs at 31 December 1991 should be liberated and applied to reduce regular budget contributions payable for 1993. On the recommendation of the Programme, Financial and Administrative Committee the Governing Body decided at its 253rd (May-June 1992) Session to submit these proposals to the 79th (1992) Session of the International Labour Conference for adoption, and they were duly approved. The Conference at the same time adopted in principle appropriate amendments to the Financial Regulations, on the understanding that it would be for the Governing Body, after having had an opportunity to consider more closely their possible interrelationships with other amendments and proposals in respect of the Working Capital Fund, to bring them into effect definitively as from 1 January 1993, and to make proposals for any amendments as might appear appropriate. The Governing Body at its 254th (November 1992) Session decided to implement these amendments without change as from 1 January 1993.

296.3. At the 254th (November 1992) Session of the Governing Body, the Programme, Financial and Administrative Committee considered further proposals relating to the level and operation of the Fund and, on its recommendation, the Governing Body decided to submit for adoption at the 80th (1993) Session of the International Labour Conference a resolution setting the level of the Working Capital Fund on 1 January 1993 at 35 million Swiss francs and transferring any remaining balance to an Income Adjustment Account.

Refund of withdrawals

296.4. In view of the decision of the Conference referred to in paragraph 296.2 that as from 1 January 1993 all cash deficits are to be reimbursed to the Working Capital Fund on a biennial rather than an annual basis, any cash deficit for 1992 will not be reimbursed by an addition to Part III of the budget for 1994-95. Should budgetary expenditure exceed budgetary income for the 1992-93 biennium as a whole, the amount would be notified to the Governing Body in February-March 1994 and to the Conference in June 1994. Provision for reimbursement of this cash deficit would then be made under this Part of the budget for assessment on member States in 1995 in accordance with article 21 of the Financial Regulations.

Information Annex No. 1

Schedule of established posts

This Schedule shows the number and category of established posts under the regular budget as well as those posts which the Governing Body has established from time to time under other sources of funds.

In accordance with the decision taken by the Governing Body at its 241st (November 1988) Session on the budgetary posts system, full information on the use of these posts for established officials will be provided by major programme and by grade as a standard appendix to the annual document on the composition and structure of the staff submitted to the Programme, Financial and Administrative Committee at the Governing Body's February-March Sessions.

Posts established under the Regular Budget	Number of posts
Director-General	1
Deputy Director-Generals	3
Assistant Director-Generals	7
Legal Adviser	1
Posts at the D2 level	17
Posts at the D1 level	45
Posts at the Professional level [1]	543
Posts at the General Service level [1]	637
	1,254 [1]

[1] Of which 166 Professional and higher category posts, and 62 General Service posts are frozen.

Posts established under other sources of funds	Number of posts
Programme Support Income:	
Posts at the Professional level	17
Posts at the General Service level	22
	39
International Social Security Association:	
Posts at the Professional level	9
Posts at the General Service level	8
	17
International Institute for Labour Studies:	
Posts at the Director level	1
Posts at the Professional level	6
Posts at the General Service level	9
	16
CINTERFOR:	
Posts at the Professional level	2
Posts at the General Service level	5
	7
World Food Programme:	
Posts at the Professional level	1
Posts at the General Service level	1
	2
ILO-ITU Health Insurance Fund:	
Posts at the General Service level	1

Information annex No. 2

Details of cost increases

1. This Information Annex provides information on the cost increases which have been included in the budget and which are calculated either on the basis of the various classifications of expenditure (objects of expenditure) common to most major programmes, or on the basis of an analysis of a particular activity. A description of the various types of expenditure included in each object of expenditure is thus also given in paragraph 56 below.

Inter-agency coordination regarding calculation of cost increases in Geneva-based portion of the budget

2. For a number of biennia, the ILO has used assumptions agreed upon in common with other organizations of the United Nations system having headquarters or major offices in Geneva as a basis for the calculation of cost increases in the Geneva-based portion of its budget.

3. Thus, continuing this established practice, endorsed by the ACC, representatives of these organizations held a meeting in August 1992 to consider rates of exchange and inflation to be assumed for Switzerland in their proposed budgets covering 1994 or 1994-95. The conclusions of the meeting were as follows.

US dollar – Swiss franc exchange rate

4. The rate of exchange assumed for budgetary purposes between the United States dollar and the Swiss franc was of particular importance for organizations whose budgets were denominated in dollars and whose expenditures were incurred to a significant extent in Swiss francs. However, the rate also had importance for organizations whose budgets were denominated in Swiss francs, since it affected the Swiss-franc equivalent of estimates for dollar income and expenditure, such as expected receipts of support cost income in dollars from extra-budgetary sources, requirements for activities in which costs were incurred in dollars and contributions to the United Nations Joint Staff Pension Fund, which were calculated in dollars.

5. It had been recognized at previous meetings, held in September 1978, September 1980, August 1982, August 1984, August 1986, August 1988 and August 1990, that market conditions made it impossible for the organizations to predict the evolution of exchange rates, especially for periods as long as the one extending from the time of preparation of proposed budgets up to the end of the financial period that they covered. The latest actual rate was therefore normally taken as a basis in drawing up budget estimates. It had also been recognized at previous meetings that, since governing bodies considered proposed budgets at different times and the timing of their reviews determined the dates at which the estimates had to be established, no common cut-off date, and hence no common rate, could be contemplated. Individual organizations could, however, follow a common method in selecting the rate that they would use; it had been agreed that a suitable method would be for each organization to adopt the last United Nations operational rate of exchange that was known when its proposed budget was completed. Adjusted estimates could subsequently be presented at the time of governing bodies' reviews where this was judged to be appropriate by the executive head.

6. It was agreed during the meeting that these considerations and conclusions remained valid. Accordingly, it was recommended that the procedures worked out at the previous meetings should be followed for proposed budgets covering 1994 and 1995, subject to the position of individual organizations.

Rates of inflation in Switzerland and other cost increases

7. The other cost changes for which it was necessary to make provision in proposed budgets included both the expected effects of inflation and "statutory" changes resulting from upgradings and downgradings of posts, recruitments and promotions, annual salary increments, etc. It was for each organization to make allowance for these latter factors in the light of its own experience and trends; there could be no uniform rates in this area. On the other hand, a common set of assumptions could be agreed upon with regard to the evolution of economic factors in Switzerland in the period considered. However, since for a variety of reasons the estimates for the *preceding* period embodied different assumptions on cost levels, each organization would need to decide on the adjustments required in its 1992 and 1993 estimates in order to provide an adequate cost base in budgeting for the economic conditions jointly assumed for 1994 and 1995. Elements that could involve changes in cost levels but depended on decisions still to be taken by governing bodies would be specially identified as conditional items if they were included in the proposed budgets.

8. The official Swiss consumer price index had shown an average increase of 5.4 per cent in 1990 and 5.9 per cent in 1991. The projected average for 1992, assuming that the variation in the period from August to December would be the same as in July, was 4.2

per cent (as against a projected average of 4.3 per cent for Geneva). On this basis, and taking account of forecasts from qualified sources, it appeared reasonable to assume an overall rate of inflation in Geneva of 4 per cent per annum both in 1994 and in 1995, as well as in 1993. However, it was understood that the general rate of inflation to be used by individual organizations in their budget estimates would be subject, as were budgetary rates of exchange, to the dates of preparation and review of their budget proposals. Departures from the rate currently foreseen might be necessary in the light of new developments or revised predictions made up to those dates.

9. Consideration was then given separately, for each of the organizations' major items of expenditure, to the cost increases that might be expected in 1994 and 1995. In this consideration account was taken of available official statistics, statements of competent authorities, the views of reputable economic analysts and information gathered from professional associations and other appropriate sources. It was noted that in some cases these data suggested rates of inflation for individual types of expenditure which differed from the overall rate assumed. The agreements reached are set out below, subject to review by individual organizations on the basis of any further information that may become available at a later stage.

a) *Staff costs for the Professional and higher categories in Geneva*

In 1990 the International Civil Service Commission (ICSC) had reaffirmed its previous decision to review post adjustment indices at European and North American duty stations either after a full 5 per cent movement of the local consumer price index or after the completion of a 12-month period, whichever occurred first. Since a post adjustment increase had taken place in Geneva in July 1992, further increases could now be foreseen for the same month in 1993, 1994 and 1995, in amounts roughly equivalent to the general rate of inflation being assumed.

The participants in the meeting were informed of the status of the margin between Professional salaries and those of the comparator civil service, and of the outlook for the future. It was noted that the ICSC was planning to revise the methodology followed for measurement of the cost-of-living differential between Washington, the capital of the comparator country, and New York, the base of the common system. Depending on the outcome of this revision and the application of the Federal Employees' Pay Comparability Act, which provided for the adjustment of levels of remuneration in the comparator civil service, the lower limit of the margin (110) might be approached in 1994.

b) *Staff costs for the General Service category in Geneva*

Two criteria now determined the application of interim adjustments to General Service salaries between surveys of the best prevailing local conditions; movement of the reference index by 5 per cent or more since the most recent adjustment or, failing this, completion of a 12-month period since that adjustment. On the basis of these criteria and of the general rate of inflation now being assumed, net salary increases for staff in the General Service category in Geneva would be of the order of 4 per cent in January of each of the years 1993, 1994 and 1995. The comprehensive salary survey scheduled for 1995 might, however, affect the levels of salary actually payable in that year.

c) *Contributions to the United Nations Joint Staff Pension Fund*

The total rate of contribution to the United Nations Joint Staff Pension Fund, corresponding to 23.7 per cent of pensionable remuneration, was not scheduled for revision at present. The two-thirds share financed by member organizations would therefore remain at 15.8 per cent of pensionable remuneration in 1994 and 1995.

For staff in the Professional and higher categories, the scale of pensionable remuneration had last been adjusted on 1 November 1991 and reflected an across-the-board increase of 3.9 per cent over the previous scale. In accordance with article 54(b) of the UNJSPF Regulations, this pensionable remuneration was subject to adjustment on the same date as the net remuneration of staff members in the Professional and higher categories in New York, the adjustments represented a uniform percentage equal to the weighted average percentage variation in net remuneration amounts, as determined by the ICSC. The dates and values of future increases in pensionable remuneration would thus be the same as those of future increases in the New York post adjustment. The latter was expected to rise by 4.6 per cent in November 1992 and thereafter in accordance with prevailing rates of inflation, currently projected at 4.5 per cent per annum for the years 1993 to 1995.

For staff in the General Service category, pensionable remuneration was the dollar equivalent of the sum of the local gross salary, any language allowance and any non-resident's allowance payable. The local gross salary for Geneva had last been adjusted with effect from 1 January 1992 in application of the interim adjustment procedures (cf. (b) above).

On the same date, a revised scale of staff assessment had been introduced for the General Service category, resulting in lower gross amounts where net salaries exceeded $20,000. Although the revised local gross salary level had been lower than the one introduced on 1 January 1991, the latter had been maintained under an agreed transitional measure and would continue in effect until it had been overtaken by future adjustments of the scale. The gaps to be covered ranged from 0.2 per cent at G.1 step VIII to 3.8 per cent at G.7 step XII.

In approving, in July 1992, the introduction from January 1994 of a new methodology for determining pensionable remuneration in the General Service category, the ICSC had agreed to apply a transitional measure identical to the one followed for implementing the revised scale of staff assessment. Pending the outcome of an ICSC study, which was scheduled for 1993, of non-pensionable components of remuneration and possibilities of developing a single scale of staff assessment, the impact of the new methodology was limited to the application of a grossing-up factor of 56.25 per cent, which would lower local gross salary in Geneva in proportions ranging from 2.3 to 2.5 per cent.

It could thus be expected that increases in the net Geneva General Service salary scale during the period under consideration would result in smaller increases than had previously been the case in the corresponding gross salary, and the pensionable remuneration derived from it. From 1993 onwards the increase in gross salary would be lower by about 2 per cent on average than that in net salary as a result of the application of the new rates of staff assessment of January 1992, and from January 1994 onwards there would be an additional difference of about 2.4 per cent as a result of the new methodology for determining pensionable remuneration. On the basis of the 4 per cent annual increases in net salary expected under interim adjustment procedures, the increases in gross salary to be foreseen during the period 1993-1995 would accordingly come to 2 per cent as from January 1993 and to 1.6 per cent as from January 1994.

d) *Other common staff costs*

In the Professional and higher categories, increases in dependency allowances and in maximum reimbursement levels under the education grant were foreseen in 1993. The increases amounted to 21 per cent in the children's allowance, 50 per cent in the secondary dependant's allowance and from 18 to 25 per cent for five separate currencies covered under the education grant. Further increases in education grant reimbursement levels in a number of currencies such as the pound sterling, the US dollar and the Swiss franc were foreseen for the academic year 1994-1995.

The salary increases to be paid to staff in the General Service category were expected to be accompanied by some increases in dependency allowances, which were affected by local rates of taxation. Language allowances, which were not subject to adjustment until there had been a 15 per cent net increase in the salary level referred to for that purpose, could be expected to remain unchanged until 1996.

e) *Travel and transport*

Air fares and air freight - On the basis of the available data, and leaving aside any political factors that might intervene, it was agreed that increases in air fares should be foreseen for 1994 and 1995 at the same level as the general rate of inflation being assumed, i.e. 4 per cent per annum. It was also agreed that increases in the cost of air freight should be foreseen at 2 per cent above that rate, i.e. at 6 per cent per annum. The arrangements made by the organizations to take advantage of discounts from carriers and of reduced fares, wherever such fares were available in acceptable conditions, continued to produce economies.

f) *Contractual services*

Contractual printing and binding - Also in accordance with the general rate of inflation being assumed, increases of 4 per cent per annum were expected for printing and binding in Switzerland in terms of Swiss francs. Where orders were placed with suppliers and contractors in other countries, higher annual rates of increase might need to be foreseen in terms of local currency.

Other contractual services (including contractual maintenance of premises and equipment) - Increases consistent with the general rate of inflation being assumed were expected for these services. However, the cost of contractual maintenance, which depended on salary increases in this area, might increase at a somewhat higher rate.

g) *General operating expenses*

Fuel oil and gas - It was recommended that organizations should take account of the latest price levels in effect at the time of completion of their proposed budgets.

Other utilities - For water, it was likely that rates would be raised fairly sharply to discourage consumption. Increases of 8 per cent per annum could thus be foreseen for 1994 and 1995. For electricity, increases were expected to be in line with the general rate of inflation being assumed.

Communications (telephone and facsimile services, telex charges, pouch services, postage) - Facsimile messages could be expected to represent a growing proportion of the organizations' external and internal communications. No increases needed to be provided for in 1994 or 1995 for the cost of such messages or for telephone charges over long distances, given the competitive conditions prevailing in this area. Local telephone and facsimile charges were expected to increase by 3 per cent per annum. The cost of communications involving air freight, such as pouch services, could be expected to increase at the rate assumed for air freight. For postage, it was foreseen that an increase of 12 per cent for "A", or first-class, mail would be applied by the Swiss PTT with effect from 1 January 1993. Increases of over 20 per cent were expected to be put into effect on the same date for "B", or non-priority surface mail, including printed matter, which accounted for a large part of the organizations' shipments. Following these increases, postage costs were likely to remain stable in 1994 and 1995.

h) *Supplies and materials*

Paper and printing supplies - The price of paper was related to that of paper pulp. For paper purchased in Switzerland, where significant economies were achieved through joint purchasing arrangements, the available information suggested that increases of 4 per cent per annum should be assumed for 1994 and 1995. Increases of the same magnitude could be expected for printing supplies.

Other supplies and materials - It was recommended that increases of 3 per cent per annum should be foreseen for computer supplies. The cost of other supplies was expected to increase in accordance with the general rate of inflation being assumed.

i) *Acquisition of furniture and equipment* - For computer and office automation equipment, the steady price decreases currently experienced were expected to continue. On the other hand, there was usually a need to replace older equipment with more sophisticated equipment, which tended to increase costs. For other equipment and for furniture, average increases were foreseen in 1994 and 1995 at the same level as the general rate of inflation being assumed.

10. In the ILO's programme and budget proposals these commonly agreed assumptions have been used to calculate cost increases in 1994-95 as regards expenditure to be incurred in Switzerland. For duty stations outside Switzerland, cost increases have been calculated on the basis of detailed analyses of price and salary movements at each duty station since these may vary widely from region to region and within each region.

Details of cost increases by object of expenditure

11. Cost increases are applied to the budget either on the basis of the various classifications of expenditure (objects of expenditure) common to most major programmes, or on the basis of an analysis of particular activities. A description of the different kinds of expenditure included in each object of expenditure is presented in paragraph 56 below. While details of the cost increases applied for 1994-95 to these objects of expenditure are given in the following paragraphs, it should be noted that in some cases, it has also been necessary to provide for actual increases in 1991 and 1992 which are higher than those provided in the Programme and Budget for 1992-93. This is notably the case for General Service salaries in Geneva. These unbudgeted increases are however offset by decreases in other areas reflecting lower than budgeted increases in 1991 and 1992, especially in the area of Professional post adjustment.

Staff costs

Staff calculated at standard cost

12. The increases in the standard costs are explained in paragraphs 33 to 55 below.

Interpreters, committee secretaries, short-term Conference staff and cleaning staff

13. In line with general inflation assumptions for Geneva, increases of 4 per cent per annum for 1993, 1994 and 1995 have been provided.

Locally recruited staff

14. Cost increases applicable to locally recruited staff are discussed in paragraph 32 below.

Travel on official business

15. The increase in the cost of air travel of 4 per cent in 1994 and 1995 as agreed upon between the Geneva-based agencies has been used for all resources for missions for which tickets are purchased in hard currency duty stations. Where tickets are purchased in other duty stations, increases of 6 per cent per annum have been provided. Provision has also been made for increases in daily subsistence allowance rates, taking account of an underbudgeting of these in 1991 and 1992.

Contractual services

External collaboration

16. Provision has been made for cost increases at the rate of 4.5 per cent per annum.

External printing and binding

17. As agreed between the Geneva-based agencies, provision has been made for cost increases at the rate of 4 per cent per annum for paper and printing in Switzerland.

General operating expenses

18. The range of items under this object of expenditure is so varied that the significant cost increases provided for are mentioned below under the major programme concerned, in particular under major programme 170 (Financial and central administrative services) in paragraphs 27 to 29 below.

Supplies and materials; furniture and equipment

19. Cost increases at the rate of 3 per cent per annum for computer supplies and 4 per cent per annum for other supplies were agreed between the Geneva-based agencies, and provision has been made at these rates.

Fellowships, grants and field projects

20. Cost increases of an average of 5 per cent per annum have been provided depending on the type

of fellowship or grant. The increases provided for field projects are described in paragraph 22 below.

Other expenditure

21. This is composed of joint administrative activities within the United Nations system, e.g. CCAQ, UN Joint Inspection Unit. The budget estimates for these bodies have been used as a basis where available; in all other cases, cost increases of 5 per cent per annum have been assumed.

Regular Budget Technical Cooperation (RBTC)

22. Professional staff work-years under the multidisciplinary teams funded from RBTC are costed at standard cost in the same way as are other such work-years and the relevant cost increases are thus described under paragraphs 33 to 46 below. Other costs associated with these teams have been increased in accordance with the cost increase assumptions made for the duty station where the teams are to be located. Cost increases of 5 per cent per annum have been assumed for resources budgeted for RBTC field projects.

Details of cost increases by major programme

23. For certain programmes involving specific types of expenditure, it would not have been realistic to use the average rates of increase indicated above. In such cases, cost increases are based on an appraisal of the particular conditions applying to each case. Details of these increases, and of other cost increases which are considered sufficiently important to be mentioned separately, are given below.

Major programme 75 – Turin Centre

24. The cost increases provided take into account inflation in Italy which has been estimated at 6.5 per cent per annum.

Major programme 115 – International Social Security Association; Major programme 130 – International Institute for Labour Studies

25. The ILO's contributions to ISSA and the Institute have been adjusted to take into account the anticipated increases in the average standard costs for Professional and General Service staff. The provision for internship courses has been adjusted for the increase in travel costs mentioned above in paragraph 15.

Major programme 160 – Personnel

26. Cost increases of 6 per cent per annum in 1994 and 1995 have been provided for the central staff training credits.

Major programme 170 – Financial and Central Administrative Services

27. The main non-staff items under this programme are: building running expenses (water, electricity, heating oil and maintenance, cleaning contracts); purchases of equipment, supplies and materials; telecommunications, postage and pouch expenses; and rental and maintenance of furniture, equipment and vehicles.

Building running expenses

28. An increase of 5 per cent per annum in contractual maintenance of premises and equipment has been provided to take account of the fact that the cost of contractual maintenance increases at a slightly higher rate than that of general inflation, as agreed upon between the Geneva-based agencies. Increases of 8 per cent in 1994 and 1995 have been assumed for water while for electricity, increases of 4 per cent per annum have been provided. The provision for heating oil has been kept at the 1992-93 level. Provision has been made for an increase of 5 per cent per annum in the cost of cleaning contracts in 1994-95.

Telecommunications, postage and pouch expenses

29. As agreed between the Geneva-based agencies, increases have been provided at the rates of 3 per cent per annum for local facsimile and telephone charges, while, for postage services, an increase of 20 per cent is provided in 1993 for "B" class mail including printed matter. Increases for pouch services are provided at the rate used for air freight; i.e. at 6 per cent per annum as agreed between the Geneva-based agencies. The increases for postage and air freight have also been applied to provisions for postage and air freight budgeted under major programme 180 (Editorial and document services).

Major programme 220 – Relations and meetings

30. It has been possible to reduce the provision for interpretation through increased recruitment of local-status interpreters.

Cost increases in the regions – Major programmes 250, 260, 265, 270, and 280

(i) International costs

31. Provision has been made for internationally recruited staff in the field on the basis of the standard costs described in paragraphs 33 to 55 below. The

provisions for cost increases for RBTC are described in paragraph 22 above.

(ii) Local costs

32. Increases in local costs, including those for salaries and allowances of locally recruited staff, are calculated individually for each of the ILO's offices outside Geneva. The latest 1992 costs are increased for estimated inflation in 1993, 1994 and 1995, and take account of the effect of adjustments in the rate of exchange between the local currency, and the US dollar and the Swiss franc (where for budgeting purposes the local currency is assimilated to the Swiss franc). The annual average rates of cost increases assumed for the regions, in dollar terms, are:

	Percentage increase per annum
Africa	5.5
The Americas	9.5
Arab States	4.0
Asia and the Pacific	7.5
Europe	3.0

Standard costs

33. Separate standard costs are used for Professional and General Service category staff in Geneva. They do not cover staff in grades D.2 and above.

34. The standard costs are composed of a number of elements, the cost of which can vary from one biennium to another with changes in the cost of living, conditions of service, places of recruitment and assignment of staff, etc. The 1994-95 standard costs are essentially a projection of actual costs in 1992 with appropriate allowances for expected trends of inflation, changes in staff entitlements, and a greater number of staff being assigned to the field.

35. The composition of the standard costs, with comparative figures for 1992-93, are given below. The Professional category standard cost is based on an exchange rate of 1.55 Swiss francs to the US dollar. The General Service category standard cost is expressed in Swiss francs.

	1992-93 budget in US$ at rate of 1.55 SF	**1994-95** budget in US$ at rate of 1.55 SF
Professional category		
Basic salaries	50 450	57 827
Post adjustment	40 650	38 888
Dependency allowances	1 350	1 650
ILO contribution to pension fund	15 175	16 740
ILO contributions to Staff Health Insurance Fund and other staff insurance	2 690	2 850
Education grants and scholastic travel	3 530	3 920
Travel and removal expenses incurred on appointment, home leave, transfer, etc.	3 690	4 910
Allowances paid on appointment and relocation	3 446	4 100
Rental subsidy	875	890
Terminal payments	1 660	2 205
	123 516	133 980

	1992-93 budget (in Sw.fr.)	**1994-95** budget (in Sw.fr.)
General Service category		
Basic salaries	80 980	93 515
Dependency allowances	3 600	4 500
ILO contribution to pension fund	18 410	19 130
ILO contributions to Staff Health Insurance Fund and other staff insurance	2 515	2 900
Education grants and scholastic travel	645	740
Travel and removal expenses incurred on appointment, home leave, transfer etc.	625	565
Allowances paid on appointment and relocation	215	475
Rental subsidy	90	80
Terminal payments	1 150	1 320
	108 230	123 225
	$69 828	$79 500
	at Sw.fr. 1.55 to 1 US$	at Sw.fr. 1.55 to 1 US$

36. As the budget proposals are presented in constant 1992-93 dollars, the standard costs per work-year used in the estimates in the budget tables are those for 1992-93, i.e. $123,516 for the Professional category and $69,828 for the General Service category. The standard costs given above for 1994-95 ($133,980 per Professional work-year and $79,500 per General Service work-year) have been used in calculating the

total expenditure budget including cost increases. When the budget has been adopted by the Conference, the final standard costs, taking account of the budget rate of exchange, will be used for costing the individual budget tables. An explanation of the method of calculating the standard costs follows.

Professional category

Basic salaries

37. The estimate represents net basic salaries, i.e. gross salaries less staff assessment. It allows for an increase in salaries due to the net effect of such factors as annual increments payable in accordance with the Staff Regulations (including those for meritorious and long service), regradings, retirements, new appointments, etc. and includes a provision for the commutation of accrued leave at the end of service. Account has also been taken of an increase in the base/floor salary scale of 5 per cent in March 1991, resulting from the consolidation of post adjustment into net base salary, of a similar increase of 6 per cent in March 1992, and a further increase of 6.9 per cent in March 1993 which has been recommended by the ICSC to the current 47th session of the United Nations General Assembly. Although further consolidations of post adjustment into net basic salary at the rate of 5 per cent per year in 1994 and 1995 have been assumed for the calculation of those elements which are based on the base/floor salary scale alone (mobility, hardship and terminal payments), they have not been applied in the calculation of basic salary in order to preserve as far as possible comparability with the 1992-93 cost of this category. Since such consolidations increase basic salary while at the same time decreasing post adjustment on the no gain/no loss principle, the net combined effect on these two categories of the standard cost would be nil.

Post adjustment

38. Estimates of post adjustment take account of the consolidation of post adjustment into basic salary described above. In line with the assumptions made by the inter-agency meeting which was held in Geneva in August 1992, post adjustment increases for cost of living of 4 per cent per annum have been provided for 1993, 1994 and 1995. Account has also been taken of lower-than-budgeted increases in post adjustment in 1991 and 1992.

Dependency allowances

39. The provision for dependency allowances takes account of an underbudgeting of this category in 1992-93 and of the recommendation of the ICSC to the current session of the General Assembly for an increase of 21 per cent in the children's allowance and 50 per cent in the secondary dependant's allowance.

ILO contribution to pension fund

40. This category covers the cost of the ILO contribution to the United Nations Joint Staff Pension Fund (UNJSPF). Account has been taken of actual increases in the scale of pensionable remuneration of 3.9 per cent in November 1991 and 4.6 per cent in November 1992, and provision has been made for increases in the scale of 4.5 per cent in 1993, 1994 and 1995 in accordance with the recommendation of the meeting of Geneva-based agencies.

ILO contributions to the Staff Health Insurance Fund and other staff insurance

41. This category is based on basic salary, dependency allowances and post adjustment and thus the estimated changes in accordance with movements in the cost of these. The ILO contribution to the Staff Health Insurance Fund is maintained at the rate of 2.8 per cent of the total of basic salary, dependency allowances and post adjustment as in 1992-93.

Education grants and scholastic travel

42. Provision has been made for the increase in education grants recommended by the ICSC to the present session of the United Nations General Assembly, and, in 1994 and 1995, for increases in air fares at the levels described in paragraph 15 above. Account has also been taken of an expected slight overprovision for scholastic travel in 1992-93.

Travel and removal expenses incurred on appointment, home leave, transfer, etc.

43. This category includes travel on appointment, transfer, separation and family visit, and removal of household goods and transportation of personal effects. Provision has been made in 1994 and 1995 for an increase in travel costs of the order described in paragraph 15 above, an expected increase in the cost of travel on transfer and removals resulting from an increase in staffing in the field, and for an expected underbudgeting of the costs of home leave and family visit travel in 1992-93.

Allowances paid on appointment and relocation

44. This category includes assignment grant, mobility allowance, hardship allowance, non-removal allowance and per diem allowance for short-term staff. Account has been taken of the effect on the mobility and hardship allowances of expected increases in the base/floor salary scale arising from the consolidation of post adjustment in 1993, 1994 and 1995 as noted in paragraph 37 above, of the effect of an increase in staffing in the field, and of an underbudgeting of per diem for short-term staff in 1992-93.

Rental subsidy

45. The provision for this category takes account of the expected increase in cost of living in all duty stations, partially offset by an expected overbudgeting of this item in 1992-93.

Terminal payments

46. This category is comprised of two factors, namely a provision of 3.5 per cent of the estimated average of the basic salary for eligible officials who entered service on or after 1 January 1964, and the estimated average cost of actual repatriation grant payments made to eligible terminating officials who entered service before 1 January 1964. The increase results from the effect of increases in the base/floor salary scale, including the consolidation of post adjustment into basic salary described in paragraph 37 above, and from an underbudgeting in 1992-93 of the number of eligible officials who entered service on or after 1 January 1964.

General Service category

Basic salaries

47. The increase in basic salary is due to the net effect of such factors as annual increments payable in accordance with the Staff Regulations (including those for meritorious and long service), regradings, retirements, new appointments etc. Provision has also been made for inflationary increases in salaries in 1993, 1994 and 1995 as agreed at the Geneva inter-agency meeting, and for the cost of commutation of annual leave at the end of service. An adjustment has also been made for a significant underbudgeting of basic salaries in 1992-93 arising from the General Service salary survey which resulted in a salary increase in 1991 of 9.86 per cent.

Dependency allowances

48. Dependency allowances change as a function of basic salary. The increase thus arises from the underbudgeting of basic salaries in 1992-93, and from the expected increases in basic salary in 1994-95.

ILO contribution to Pension Fund

49. This category covers the cost of the ILO contribution to the United Nations Joint Staff Pension Fund (UNJSPF). Increases in the level of pensionable remuneration have been made in accordance with the recommendations of the meeting of Geneva-based agencies.

ILO contributions to Staff Health Insurance Fund and other staff insurance

50. These elements are linked to basic salaries and dependency allowances, and accordingly the increase in cost arises from the increases in these. The ILO contribution to the Staff Health Insurance Fund is maintained at the rate of 2.8 per cent of the total of basic salary and dependency allowances as in 1992-93.

Education grants and scholastic travel

51. Provision had been made for the increase in education costs recommended by the ICSC to the present session of the United Nations General Assembly and for an increase in travel costs at the levels described in paragraph 15 above.

Travel and removal expenses incurred on appointment, home leave, transfer, etc.

52. This category includes travel on appointment, transfer, separation and family visit, and removal of household goods and transportation of personal effects. The provision made for an increase in 1994 and 1995 in travel costs of the order described in paragraph 15 above has been offset by an expected overprovision for travel costs and transportation of personal effects in 1992-93.

Allowances paid on appointment and relocation

53. This category includes assignment grant, mobility allowance, hardship allowance, and non-removal allowance. The major increase in this item arises from an underbudgeting of the provision for non-removal allowance in 1992-93.

Rental subsidy

54. The provision for this category has been reduced because of an expected overbudgeting in 1992-93.

Terminal payments

55. This category is comprised of two factors, namely a provision of 3.5 per cent of the estimated average of the basic salary for eligible officials who entered service on or after 1 January 1964, and the estimated average cost of actual repatriation grant payments made to eligible terminating officials who entered service before 1 January 1964. The increase is in proportion to the increase in basic salaries.

Objects of expenditure

56. Cost increases included in the expenditure budget are calculated primarily on the basis of types or objects of expenditure. The object of expenditure classification used in this document, a description of which follows, is that which has been developed through consultations between the organizations in the United Nations system and approved by the ACC for inter-agency reporting purposes, compatible budget annexes, and, to the extent possible, for internal expenditure reporting. Information Annexes Nos. 3 and 4 also give information on the budget by type of expenditure (object of expenditure).

Staff costs

- This object combines two of the object-of-expenditure headings of the common inter-agency classification, namely salaries and common staff costs, as only a single heading for staff costs is required in the ILO programme and budget which uses a standard cost factor. Expenditure under this heading includes Professional and General

Service staff at standard cost, salaries and related costs for officials at grade D.2 and above, salaries for short-term conference staff, salaries for local staff in external offices, overtime, statutory representation allowances and travel on interview. Details of the composition of the standard costs are given in paragraphs 33 to 55 above. Since some staff costs in the budgetary tables are not covered by the standard costs, the dollar estimates for staff costs do not always correspond to the product of multiplying the work-years and work-months by the standard costs. Total staff costs are also reduced for an adjustment of staff turnover which assumes savings in connection with separation of serving staff combined with delayed recruitment of new staff.

Travel on official business

- Travelling expenses and subsistence allowances of delegates to meetings, and of ILO staff on mission and servicing meetings.

Contractual services

- External collaboration, external printing and binding and part-time national correspondents.

General operating expenses

- Rental and maintenance of premises, utilities, rental and maintenance of furniture, equipment and vehicles, communications, hospitality and miscellaneous services.

Supplies and materials

- Stationery and office supplies, library books, public information supplies and other regular supplies.

Furniture and equipment

- Standard office furniture and equipment, special equipment and transportation equipment.

Acquisition and improvement of premises

- New premises, improvements to premises, and amortization of loans relating thereto.

Fellowships, grants and field projects

- Fellowships, seminars, grants and contributions towards programme-related activities.
- Field projects funded from RBTC.

Other expenditure

- Contributions to joint administrative activities within the United Nations system.

Information annex No. 3A

Breakdown by appropriation line and by object of expenditure [1]

(in constant 1992-93 dollars)

	1 STAFF COSTS	2 TRAVEL ON OFFICIAL BUSINESS	3 CONTRACTUAL SERVICES	4 GENERAL OPERATING EXPENSES	5 SUPPLIES AND MATERIALS	6 FURNITURE AND EQUIPMENT	7 ACQUISITION AND IMPROVEMENT OF PREMISES	8 FELLOWSHIP GRANTS AND FIELD PROJECTS	9 OTHER ITEMS	TOTAL
PART I. ORDINARY BUDGET										
010 INTERNATIONAL LABOUR CONFERENCE										
1992-93	7,619,742	22,580	3,115,270	987,910	206,160	-	-	-	-	11,951,662
1994-95	6,859,316	22,580	2,822,870	979,410	206,160	-	-	-	-	10,890,336
020 GOVERNING BODY										
1992-93	-	2,009,680		75,598	-	-	-	-	-	2,085,278
1994-95	-	1,972,880	-	75,598	-	-	-	-	-	2,048,478
030 MAJOR REGIONAL MEETINGS										
1992-93	509,006	1,512,620	75,440	126,155	65,860	-	-	-	-	2,289,081
1994-95	446,318	1,183,710	28,000	93,610	53,000	-	-	-	-	1,804,638
040 GENERAL MANAGEMENT										
1992-93	6,809,650	595,470	48,860	372,210	-	-	-	-	-	7,826,190
1994-95	6,606,098	466,074	24,690	334,990	-	-	-	-	-	7,431,852
050 INTERNATIONAL LABOUR STANDARDS AND HUMAN RIGHTS										
1992-93	13,538,772	716,478	992,507	-	5,240	-	-	910,500	-	16,163,497
1994-95	13,702,617	823,700	878,437	-	-	20,000	-	935,400	-	16,360,154
060 EMPLOYMENT AND DEVELOPMENT										
1992-93	11,804,058	362,780	713,565	-	-	25,340	-	819,900	-	13,725,643
1994-95	11,148,874	725,500	482,598	-	-	38,000	-	820,000	-	13,214,972
065 ENTERPRISE AND COOPERATIVE DEVELOPMENT										
1992-93	5,658,885	243,431	296,274	-	23,000	-	-	610,610	-	6,832,200
1994-95	5,480,364	248,000	187,000	-	5,000	3,000	-	658,516	-	6,581,880
070 TRAINING										
1992-93	7,096,766	266,590	261,209	-	25,835	-	-	488,510	-	8,138,910
1994-95	6,826,063	426,500	179,000	-	11,469	6,000	-	474,900	-	7,923,932
075 TURIN CENTRE										
1992-93	-	-	-	-	-	-	-	4,219,510	-	4,219,510
1994-95	-	-	-	-	-	-	-	4,219,510	-	4,219,510
080 INDUSTRIAL RELATIONS AND LABOUR ADMINISTRATION										
1992-93	7,960,087	234,243	354,452	-	3,848	-	-	526,000	-	9,078,630
1994-95	7,621,803	327,414	170,794	-	-	5,000	-	526,000	-	8,651,011
090 WORKING CONDITIONS AND ENVIRONMENT										
1992-93	11,540,139	663,641	586,360	-	-	44,340	-	1,189,700	-	14,024,180
1994-95	10,792,299	747,500	524,920	-	-	48,000	-	1,214,700	-	13,327,419
100 SECTORAL ACTIVITIES										
1992-93	9,452,157	3,601,675	273,498	-	-	-	-	346,300	-	13,673,630
1994-95	8,808,461	3,565,005	109,000	17,400	15,408	-	-	346,000	-	12,861,274
110 SOCIAL SECURITY										
1992-93	4,428,965	119,970	140,030	-	-	12,040	-	389,400	-	5,090,405
1994-95	4,477,740	145,000	92,000	-	-	10,000	-	399,400	-	5,124,140
115 INTERNATIONAL SOCIAL SECURITY ASSOCIATION										
1992-93	-	-	-	-	-	-	-	534,910	-	534,910
1994-95	-	-	-	-	-	-	-	534,910	-	534,910

	1 STAFF COSTS	2 TRAVEL ON OFFICIAL BUSINESS	3 CONTRACTUAL SERVICES	4 GENERAL OPERATING EXPENSES	5 SUPPLIES AND MATERIALS	6 FURNITURE AND EQUIPMENT	7 ACQUISITION AND IMPROVEMENT OF PREMISES	8 FELLOWSHIP GRANTS AND FIELD PROJECTS	9 OTHER ITEMS	TOTAL
	120 LABOUR INFORMATION AND STATISTICS									
1992-93	17,174,371	355,454	1,773,820	2,676,579	1,067,510	89,909	-	118,850	695,030	23,951,523
1994-95	18,454,803	315,404	1,023,129	1,454,563	1,172,425	322,670	-	236,850	350,000	23,329,844
	130 INTERNATIONAL INSTITUTE FOR LABOUR STUDIES									
1992-93	-	-	-	-	-	-	-	4,262,970	-	4,262,970
1994-95	-	-	-	-	-	-	-	3,794,780	-	3,794,780
	140 INTERDEPARTMENTAL PROJECTS									
1992-93	5,414,814	801,146	1,179,890	68,495	-	-	-	912,000	-	8,376,345
1994-95	5,332,526	1,287,110	1,255,736	-	-	57,500	-	712,000	-	8,644,872
	150 DEVELOPMENT COOPERATION									
1992-93	1,518,624	62,839	12,224	-	-	-	-	930,000	-	2,523,687
1994-95	1,448,796	65,204	-	-	-	-	-	682,400	-	2,196,400
	160 PERSONNEL									
1992-93	9,810,142	184,475	93,360	72,164	-	49,410	-	1,051,867	50,785	11,312,203
1994-95	10,175,654	308,050	554,692	72,164	-	45,000	-	1,152,312	50,785	12,358,657
	170 FINANCIAL AND CENTRAL ADMINISTRATIVE SERVICES									
1992-93	26,957,443	44,975	12,530	13,375,640	509,190	256,380	-	-	54,840	41,210,998
1994-95	26,460,222	74,975	103,702	12,902,160	503,000	607,528	-	-	30,000	40,681,587
	180 EDITORIAL AND DOCUMENT SERVICES									
1992-93	26,257,094	48,930	1,337,892	2,152,826	355,052	252,738	-	-	-	30,404,532
1994-95	24,912,914	58,020	1,452,956	1,931,737	276,681	258,978	-	-	-	28,891,286
	190 LEGAL SERVICES									
1992-93	2,144,964	34,304	-	-	-	-	-	-	-	2,179,268
1994-95	2,144,964	34,304	-	-	-	-	-	-	-	2,179,268
	200 PROGRAMMING AND MANAGEMENT									
1992-93	4,063,882	150,511	48,850	-	-	-	-	89,900	-	4,353,143
1994-95	4,063,882	150,511	48,850	-	-	-	-	90,000	-	4,353,243
	220 RELATIONS AND MEETINGS									
1992-93	24,637,344	128,558	681,685	-	-	52,971	-	-	-	25,500,558
1994-95	23,890,142	85,000	539,545	-	-	50,000	-	-	-	24,564,687
	225 EMPLOYERS' ACTIVITIES									
1992-93	2,028,828	104,800	245,680	-	-	-	-	1,491,200	-	3,870,508
1994-95	2,275,860	230,000	240,480	-	-	20,000	-	1,491,200	-	4,257,540
	230 WORKERS' ACTIVITIES									
1992-93	5,551,584	382,681	376,910	-	-	11,400	-	4,649,208	-	10,971,783
1994-95	6,505,106	519,461	376,000	-	-	26,876	-	4,649,208	-	12,076,651
	235 PUBLIC INFORMATION									
1992-93	3,007,536	97,860	621,026	6,063	164,965	17,383	-	-	-	3,914,833
1994-95	3,002,623	84,773	1,005,058	6,063	134,907	41,409	-	-	-	4,274,833
	240 LIAISON OFFICE WITH UNITED NATIONS, NEW YORK									
1992-93	1,091,904	96,760	73,640	517,000	29,000	13,000	-	-	-	1,821,304
1994-95	1,034,064	90,000	72,000	465,000	29,000	32,000	-	-	-	1,722,064
	250 FIELD PROGRAMMES IN AFRICA									
1992-93	22,279,645	1,965,664	135,340	2,170,570	262,870	233,290	-	4,200,000	33,000	31,280,379
1994-95	22,909,902	1,782,576	160,340	2,508,150	348,290	313,290	-	4,600,000	33,000	32,655,548
	260 FIELD PROGRAMMES IN THE AMERICAS									
1992-93	18,294,438	1,332,118	187,700	2,664,000	262,150	47,200	-	4,577,100	-	27,364,706
1994-95	19,378,852	1,573,624	91,500	3,062,326	364,150	157,200	-	3,700,000	-	28,327,652
	265 FIELD PROGRAMMES IN ARAB STATES									
1992-93	4,739,622	351,668	73,300	71,245	21,110	24,165	-	543,000	-	5,824,110
1994-95	4,967,771	348,155	73,000	84,560	20,000	20,000	-	637,128	-	6,150,614
	270 FIELD PROGRAMMES IN ASIA AND THE PACIFIC									
1992-93	20,254,104	1,047,947	208,960	2,967,780	227,080	92,090	-	2,913,200	-	27,711,161
1994-95	20,686,430	1,486,323	204,960	2,905,890	342,780	344,580	-	2,940,000	-	28,910,963

	1	2	3	4	5	6	7	8	9	TOTAL
	STAFF COSTS	TRAVEL ON OFFICIAL BUSINESS	CONTRACTUAL SERVICES	GENERAL OPERATING EXPENSES	SUPPLIES AND MATERIALS	FURNITURE AND EQUIPMENT	ACQUISITION AND IMPROVEMENT OF PREMISES	FELLOWSHIP GRANTS AND FIELD PROJECTS	OTHER ITEMS	
280 FIELD PROGRAMMES IN EUROPE										
92-93	5,585,462	245,250	122,310	1,315,870	102,100	31,500	-	390,000	-	7,792,492
94-95	6,781,888	477,820	206,950	1,250,410	118,470	25,206	-	577,600	-	9,438,344
290 OTHER BUDGETARY PROVISIONS										
92-93	1,082,605	3,037	10,430	677,970	-	-	7,224,581	6,436,133	2,515,010	17,949,766
94-95	1,082,605	3,037	10,430	677,970	-	-	7,224,581	6,922,263	2,505,770	18,426,656
ADJUSTMENT FOR STAFF TURNOVER										
92-93	-3,394,995	-	-	-	-	-	-	-	-	-3,394,995
94-95	-3,394,995	-	-	-	-	-	-	-	-	-3,394,995
SUB TOTAL (PART I)										
92-93	284,917,638	17,788,135	14,053,012	30,298,075	3,330,970	1,253,156	7,224,581	42,600,768	3,348,665	404,815,000
94-95	284,883,962	19,628,210	12,918,637	28,822,001	3,600,740	2,452,237	7,224,581	42,315,077	2,969,555	404,815,000
PART II. UNFORESEEN EXPENDITURE										
295 UNFORESEEN EXPENDITURE										
92-93	-	-	-	-	-	-	-	-	875,000	875,000
94-95	-	-	-	-	-	-	-	-	875,000	875,000
PART III. WORKING CAPITAL FUND										
296 WORKING CAPITAL FUND										
92-93	-	-	-	-	-	-	-	-	-	-
94-95	-	-	-	-	-	-	-	-	-	-
992-93 TOTAL (PART I-III)	284,917,638	17,788,135	14,053,012	30,298,075	3,330,970	1,253,156	7,224,581	42,600,768	4,223,665	405,690,000
994-95 TOTAL (PART I-III)	284,883,962	19,628,210	12,918,637	28,822,001	3,600,740	2,452,237	7,224,581	42,315,077	3,844,555	405,690,000

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[1] A description of the types of expenditure includes in each of the above objects of expenditure is given in paragraph 56 of Information annex No. 2.

Information annex No. 3B

Breakdown by appropriation line and by object of expenditure [1]

(recosted)

	1 STAFF COSTS	2 TRAVEL ON OFFICIAL BUSINESS	3 CONTRACTUAL SERVICES	4 GENERAL OPERATING EXPENSES	5 SUPPLIES AND MATERIALS	6 FURNITURE AND EQUIPMENT	7 ACQUISITION AND IMPROVEMENT OF PREMISES	8 FELLOWSHIP GRANTS AND FIELD PROJECTS	9 OTHER ITEMS	TOTAL
					PART I. ORDINARY BUDGET					
010 INTERNATIONAL LABOUR CONFERENCE										
1992-93	7,619,742	22,580	3,115,270	987,910	206,160	-	-	-	-	11,951,662
1994-95	7,503,310	23,000	3,055,000	1,057,000	223,000	-	-	-	-	11,861,310
020 GOVERNING BODY										
1992-93	-	2,009,680	-	75,598	-	-	-	-	-	2,085,278
1994-95	-	2,134,660	-	79,773	-	-	-	-	-	2,214,433
030 MAJOR REGIONAL MEETINGS										
1992-93	509,006	1,512,620	75,440	126,155	65,860	-	-	-	-	2,289,081
1994-95	478,060	1,321,475	30,300	98,620	56,140	-	-	-	-	1,984,595
040 GENERAL MANAGEMENT										
1992-93	6,809,650	595,470	48,860	372,210	-	-	-	-	-	7,826,190
1994-95	7,207,258	523,874	27,035	362,460	-	-	-	-	-	8,120,627
050 INTERNATIONAL LABOUR STANDARDS AND HUMAN RIGHTS										
1992-93	13,538,772	716,478	992,507	-	5,240	-	-	910,500	-	16,163,497
1994-95	15,033,725	909,430	953,567	-	-	21,640	-	1,031,750	-	17,950,112
060 EMPLOYMENT AND DEVELOPMENT										
1992-93	11,804,058	362,780	713,565	-	-	25,340	-	819,900	-	13,725,643
1994-95	12,232,490	815,460	523,613	-	-	41,120	-	904,460	-	14,517,143
065 ENTERPRISE AND COOPERATIVE DEVELOPMENT										
1992-93	5,658,885	243,431	296,274	-	23,000	-	-	610,610	-	6,832,200
1994-95	6,032,420	275,260	204,755	-	5,410	3,250	-	724,105	-	7,245,200
070 TRAINING										
1992-93	7,096,766	266,590	261,209	-	25,835	-	-	488,510	-	8,138,910
1994-95	7,504,309	474,720	195,855	-	12,409	6,490	-	523,810	-	8,717,593
075 TURIN CENTRE										
1992-93	-	-	-	-	-	-	-	4,219,510	-	4,219,510
1994-95	-	-	-	-	-	-	-	4,785,000	-	4,785,000
080 INDUSTRIAL RELATIONS AND LABOUR ADMINISTRATION										
1992-93	7,960,087	234,243	354,452	-	3,848	-	-	526,000	-	9,078,630
1994-95	8,367,485	368,004	187,019	-	-	5,410	-	580,180	-	9,508,098
090 WORKING CONDITIONS AND ENVIRONMENT										
1992-93	11,540,139	663,641	586,360	-	-	44,340	-	1,189,700	-	14,024,180
1994-95	11,871,375	824,460	574,305	-	-	51,940	-	1,339,810	-	14,661,890
100 SECTORAL ACTIVITIES										
1992-93	9,452,157	3,601,675	273,498	-	-	-	-	346,300	-	13,673,630
1994-95	9,644,895	3,870,505	119,355	18,830	16,668	-	-	381,635	-	14,051,888
110 SOCIAL SECURITY										
1992-93	4,428,965	119,970	140,030	-	-	12,040	-	389,400	-	5,090,405
1994-95	4,899,780	162,970	100,610	-	-	10,820	-	440,540	-	5,614,720
115 INTERNATIONAL SOCIAL SECURITY ASSOCIATION										
1992-93	-	-	-	-	-	-	-	534,910	-	534,910
1994-95	-	-	-	-	-	-	-	569,670	-	569,670

	1	2	3	4	5	6	7	8	9	TOTAL
	STAFF COSTS	TRAVEL ON OFFICIAL BUSINESS	CONTRACTUAL SERVICES	GENERAL OPERATING EXPENSES	SUPPLIES AND MATERIALS	FURNITURE AND EQUIPMENT	ACQUISITION AND IMPROVEMENT OF PREMISES	FELLOWSHIP GRANTS AND FIELD PROJECTS	OTHER ITEMS	
	120 LABOUR INFORMATION AND STATISTICS									
1992-93	17,174,371	355,454	1,773,820	2,676,579	1,067,510	89,909	-	118,850	695,030	23,951,523
1994-95	20,361,825	350,304	1,114,204	1,575,950	1,398,200	349,130	-	262,700	386,000	25,798,313
	130 INTERNATIONAL INSTITUTE FOR LABOUR STUDIES									
1992-93	-	-	-	-	-	-	-	4,262,970	-	4,262,970
1994-95	-	-	-	-	-	-	-	4,204,780	-	4,204,780
	140 INTERDEPARTMENTAL PROJECTS									
1992-93	5,414,814	801,146	1,179,890	68,495	-	-	-	912,000	-	8,376,345
1994-95	5,831,990	1,434,760	1,375,036	-	-	62,215	-	785,340	-	9,489,341
	150 DEVELOPMENT COOPERATION									
1992-93	1,518,624	62,839	12,224	-	-	-	-	930,000	-	2,523,687
1994-95	1,584,180	73,284	-	-	-	-	-	752,690	-	2,410,154
	160 PERSONNEL									
1992-93	9,810,142	184,475	93,360	72,164	-	49,410	-	1,051,867	50,785	11,312,203
1994-95	11,281,705	346,250	607,387	78,084	-	48,690	-	1,379,480	54,945	13,796,541
	170 FINANCIAL AND CENTRAL ADMINISTRATIVE SERVICES									
1992-93	26,957,443	44,975	12,530	13,375,640	509,190	256,380	-	-	54,840	41,210,998
1994-95	29,752,197	83,895	113,780	14,140,800	544,000	657,100	-	-	33,000	45,324,772
	180 EDITORIAL AND DOCUMENT SERVICES									
1992-93	26,257,094	48,930	1,337,892	2,152,826	355,052	252,738	-	-	-	30,404,532
1994-95	27,962,720	65,215	1,576,116	2,190,400	299,371	280,213	-	-	-	32,374,035
	190 LEGAL SERVICES									
1992-93	2,144,964	34,304	-	-	-	-	-	-	-	2,179,268
1994-95	2,339,580	38,554	-	-	-	-	-	-	-	2,378,134
	200 PROGRAMMING AND MANAGEMENT									
1992-93	4,063,882	150,511	48,850	-	-	-	-	89,900	-	4,353,143
1994-95	4,439,570	169,181	53,490	-	-	-	-	99,270	-	4,761,511
	220 RELATIONS AND MEETINGS									
1992-93	24,637,344	128,558	681,685	-	-	52,971	-	-	-	25,500,558
1994-95	25,694,855	95,030	588,715	-	-	54,100	-	-	-	26,432,700
	225 EMPLOYERS' ACTIVITIES									
1992-93	2,028,828	104,800	245,680	-	-	-	-	1,491,200	-	3,870,508
1994-95	2,492,580	253,900	263,325	-	-	21,640	-	1,644,790	-	4,676,235
	230 WORKERS' ACTIVITIES									
1992-93	5,551,584	382,681	376,910	-	-	11,400	-	4,649,208	-	10,971,783
1994-95	7,122,690	579,266	408,940	-	-	29,076	-	5,128,078	-	13,268,050
	235 PUBLIC INFORMATION									
1992-93	3,007,536	97,860	621,026	6,063	164,965	17,383	-	-	-	3,914,833
1994-95	3,308,335	95,283	1,095,928	6,563	145,967	44,809	-	-	-	4,696,885
	240 LIAISON OFFICE WITH UNITED NATIONS, NEW YORK									
1992-93	1,091,904	96,760	73,640	517,000	29,000	13,000	-	-	-	1,821,304
1994-95	1,130,920	101,200	95,000	490,500	32,200	35,500	-	-	-	1,885,320
	250 FIELD PROGRAMMES IN AFRICA									
1992-93	22,279,645	1,965,664	135,340	2,170,570	262,870	233,290	-	4,200,000	33,000	31,280,379
1994-95	24,655,016	2,003,601	176,250	3,167,330	381,500	342,800	-	5,100,000	65,000	35,891,497
	260 FIELD PROGRAMMES IN THE AMERICAS									
1992-93	18,294,438	1,332,118	187,700	2,664,000	262,150	47,200	-	4,577,100	-	27,364,706
1994-95	22,127,986	1,768,764	100,300	3,489,550	400,800	173,500	-	4,185,100	-	32,246,000
	265 FIELD PROGRAMMES IN ARAB STATES									
1992-93	4,739,622	351,668	73,300	71,245	21,110	24,165	-	543,000	-	5,824,110
1994-95	5,347,691	391,400	78,900	95,600	21,800	21,800	-	702,800	-	6,659,591
	270 FIELD PROGRAMMES IN ASIA AND THE PACIFIC									
1992-93	20,254,104	1,047,947	208,980	2,967,780	227,080	92,090	-	2,913,200	-	27,711,161
1994-95	22,710,876	1,670,618	227,930	3,544,110	376,000	378,688	-	3,241,350	-	32,149,572

	1 STAFF COSTS	2 TRAVEL ON OFFICIAL BUSINESS	3 CONTRACTUAL SERVICES	4 GENERAL OPERATING EXPENSES	5 SUPPLIES AND MATERIALS	6 FURNITURE AND EQUIPMENT	7 ACQUISITION AND IMPROVEMENT OF PREMISES	8 FELLOWSHIP GRANTS AND FIELD PROJECTS	9 OTHER ITEMS	TOTAL
	280 FIELD PROGRAMMES IN EUROPE									
1992-93	5,585,462	245,250	122,310	1,315,870	102,100	31,500	-	390,000	-	7,792,492
1994-95	7,219,860	537,300	227,100	1,314,800	129,900	27,900	-	637,000	-	10,093,860
	290 OTHER BUDGETARY PROVISIONS									
1992-93	1,082,605	3,037	10,430	677,970	-	-	7,224,581	6,436,133	2,515,010	17,949,766
1994-95	1,187,155	3,400	11,300	682,000	-	-	7,224,581	7,721,628	2,626,600	19,456,664
	ADJUSTMENT FOR STAFF TURNOVER									
1992-93	-3,394,995	-	-	-	-	-	-	-	-	-3,394,995
1994-95	-3,657,234	-	-	-	-	-	-	-	-	-3,657,234
	SUB TOTAL (PART I)									
1992-93	284,917,638	17,788,135	14,053,012	30,298,075	3,330,970	1,253,156	7,224,581	42,600,768	3,348,665	404,815,000
1994-95	313,669,604	21,765,023	14,085,115	32,392,370	4,043,165	2,667,631	7,224,581	47,125,966	3,165,545	446,139,000
	PART II. UNFORESEEN EXPENDITURE									
	295 UNFORESEEN EXPENDITURE									
1992-93	-	-	-	-	-	-	-	-	875,000	875,000
1994-95	-	-	-	-	-	-	-	-	875,000	875,000
	PART III. WORKING CAPITAL FUND									
	296 WORKING CAPITAL FUND									
1992-93	-	-	-	-	-	-	-	-	-	-
1994-95	-	-	-	-	-	-	-	-	-	-
1992-93	**TOTAL (PART I-III)**									
	284,917,638	17,788,135	14,053,012	30,298,075	3,330,970	1,253,156	7,224,581	42,600,768	4,223,665	405,690,000
1994-95	**TOTAL (PART I-III)**									
	313,669,604	21,765,023	14,085,115	32,392,370	4,043,165	2,667,631	7,224,581	47,125,966	4,040,545	447,014,000

[1] A description of the types of expenditure includes in each of the above objects of expenditure is given in paragraph 56 of Information annex No. 2.

Information annex No. 4

Expenditure estimates and analysis of increases and decreases by object of expenditure [1]

OBJECT OF EXPENDITURE	(A)	(B)	(C)		(D)		(E)	(F)
	1992-93	1994-95 ESTIMATES IN CONSTANT 1992-93 DOLLARS	PROGRAMME INCREASE (DECREASE)		COST INCREASE (DECREASE)		1994-95	% OF TOTAL BUDGET
	$	$	$	%	$	%	$	%
PROGRAMMES OF ACTIVITY								
STAFF COSTS	284,917,638	284,883,962	(33,676)	(.01)	28,785,642	10.10	313,669,604	70.17
TRAVEL ON OFFICIAL BUSINESS	17,788,135	19,628,210	1,840,075	10.34	2,136,813	10.89	21,765,023	4.87
CONTRACTUAL SERVICES	14,053,012	12,918,637	(1,134,375)	(8.07)	1,166,478	9.03	14,085,115	3.15
GENERAL OPERATING EXPENSES	30,298,075	28,822,001	(1,476,074)	(4.87)	3,570,369	12.39	32,392,370	7.25
SUPPLIES AND MATERIALS	3,330,970	3,600,740	269,770	8.10	442,425	12.29	4,043,165	.90
FURNITURE AND EQUIPMENT	1,253,156	2,452,237	1,199,081	95.68	215,394	8.78	2,667,631	.60
ACQUISITION AND IMPROVEMENT OF PREMISES	7,224,581	7,224,581	-	-	-	-	7,224,581	1.62
FELLOWSHIP GRANTS & FIELD PROJECTS	42,600,768	42,315,077	(285,691)	(.67)	4,810,889	11.37	47,125,966	10.54
OTHER EXPENDITURE	3,348,665	2,969,555	(379,110)	(11.32)	195,990	6.60	3,165,545	.71
TOTAL PROGRAMMES OF ACTIVITY	**404,815,000**	**404,815,000**	-	-	**41,324,000**	**10.21**	**446,139,000**	**99.80**
FINANCIAL FACTORS :								
UNFORESEEN EXPENDITURE	875,000	875,000	-	-	-	-	875,000	.20
WORKING CAPITAL FUND	-	-	-	-	-	-	-	-
TOTAL	**405,690,000**	**405,690,000**	-	-	**41,324,000**	**10.19**	**447,014,000**	**100.00**

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[1] A description of the types of expenditure includes in each of the above objects of expenditure is given in paragraph 56 of Information annex No. 2.

Information annex No. 5

Breakdown by appropriation line and by main sources of funds

APPROPRIATION LINE		MAIN SOURCE OF FUNDS			
		REGULAR BUDGET	UNITED NATIONS SOURCES	ALL OTHER SOURCES	TOTAL
10 INTERNATIONAL LABOUR CONFERENCE	1992-93	11,951,662	-	-	11,951,662
	1994-95	10,890,336	-	-	10,890,336
20 GOVERNING BODY	1992-93	2,085,278	-	-	2,085,278
	1994-95	2,048,478	-	-	2,048,478
30 MAJOR REGIONAL MEETINGS	1992-93	2,289,081	-	-	2,289,081
	1994-95	1,804,638	-	-	1,804,638
40 GENERAL MANAGEMENT	1992-93	7,826,190	-	-	7,826,190
	1994-95	7,431,852	-	-	7,431,852
50 INTERNATIONAL LABOUR STANDARDS AND HUMAN RIGHTS	1992-93	16,163,497	68,504	1,280,000	17,512,001
	1994-95	16,360,154	28,986	-	16,389,140
60 EMPLOYMENT AND DEVELOPMENT	1992-93	13,725,643	70,155,879	38,350,000	122,231,522
	1994-95	13,214,972	40,863,663	35,052,000	89,130,635
65 ENTERPRISE AND COOPERATIVE DEVELOPMENT	1992-93	6,832,200	47,414,322	32,414,000	86,660,522
	1994-95	6,581,880	29,164,302	38,183,000	73,929,182
70 TRAINING	1992-93	8,138,910	40,835,718	13,600,000	62,574,628
	1994-95	7,923,932	20,604,777	16,793,000	45,321,709
75 TURIN CENTRE	1992-93	4,219,510	-	-	4,219,510
	1994-95	4,219,510	-	-	4,219,510
80 INDUSTRIAL RELATIONS AND LABOUR ADMINISTRATION	1992-93	9,078,630	2,692,570	3,950,000	15,721,200
	1994-95	8,651,011	2,086,633	7,567,000	18,304,644
90 WORKING CONDITIONS AND ENVIRONMENT	1992-93	14,024,180	3,649,698	7,650,000	25,323,878
	1994-95	13,327,419	2,389,177	17,510,000	33,226,596
100 SECTORAL ACTIVITIES	1992-93	13,673,630	11,248,746	6,056,000	30,978,376
	1994-95	12,861,274	7,251,033	7,588,000	27,700,307
110 SOCIAL SECURITY	1992-93	5,090,405	4,249,466	1,150,000	10,489,871
	1994-95	5,124,140	2,500,928	356,000	7,981,068
115 INTERNATIONAL SOCIAL SECURITY ASSOCIATION	1992-93	534,910	-	-	534,910
	1994-95	534,910	-	-	534,910
120 LABOUR INFORMATION AND STATISTICS	1992-93	23,951,523	2,443,082	-	26,394,605
	1994-95	23,329,844	1,779,767	250,000	25,359,611
130 INTERNATIONAL INSTITUTE FOR LABOUR STUDIES	1992-93	4,262,970	-	-	4,262,970
	1994-95	3,794,780	-	-	3,794,780
140 INTERDEPARTMENTAL PROJECTS	1992-93	8,376,345	-	-	8,376,345
	1994-95	8,644,872	-	-	8,644,872
150 DEVELOPMENT COOPERATION	1992-93	2,523,687	7,541,435	1,320,000	11,385,122
	1994-95	2,196,400	6,912,362	1,440,000	10,548,762
160 PERSONNEL	1992-93	11,312,203	4,711,217	917,622	16,941,042
	1994-95	12,358,657	4,457,474	1,247,622	18,063,753
170 FINANCIAL AND CENTRAL ADMINISTRATIVE SERVICES	1992-93	41,210,998	3,918,257	-	45,129,255
	1994-95	40,681,587	3,757,932	-	44,439,519
180 EDITORIAL AND DOCUMENT SERVICES	1992-93	30,404,532	-	3,243,000	33,647,532
	1994-95	28,891,286	-	3,458,500	32,349,786
190 LEGAL SERVICES	1992-93	2,179,268	-	123,516	2,302,784
	1994-95	2,179,268	-	123,516	2,302,784
200 PROGRAMMING AND MANAGEMENT	1992-93	4,353,143	421,160	123,516	4,897,819
	1994-95	4,353,243	421,160	123,516	4,897,919
220 RELATIONS AND MEETINGS	1992-93	25,500,558	-	-	25,500,558
	1994-95	24,564,687	-	-	24,564,687
225 EMPLOYERS' ACTIVITIES	1992-93	3,870,508	76,083	1,430,000	5,376,591
	1994-95	4,257,540	76,083	2,162,000	6,495,623
230 WORKERS' ACTIVITIES	1992-93	10,971,783	611,238	9,310,000	20,893,021
	1994-95	12,076,651	323,688	12,789,000	25,189,339
235 PUBLIC INFORMATION	1992-93	3,914,833	-	-	3,914,833
	1994-95	4,274,833	-	-	4,274,833
240 LIAISON OFFICE WITH UNITED NATIONS, NEW YORK	1992-93	1,821,304	-	-	1,821,304
	1994-95	1,722,064	-	-	1,722,064

APPROPRIATION LINE		MAIN SOURCE OF FUNDS			
		REGULAR BUDGET	UNITED NATIONS SOURCES	ALL OTHER SOURCES	TOTAL
250 FIELD PROGRAMMES IN AFRICA	1992-93	31,280,379	2,198,670	-	33,479,049
	1994-95	32,655,548	2,815,163	-	35,470,711
260 FIELD PROGRAMMES IN THE AMERICAS	1992-93	27,364,706	642,548	8,000	28,015,254
	1994-95	28,327,652	786,600	-	29,114,252
265 FIELD PROGRAMMES IN ARAB STATES	1992-93	5,824,110	151,107	-	5,975,217
	1994-95	6,150,614	163,152	-	6,313,766
270 FIELD PROGRAMMES IN ASIA AND THE PACIFIC	1992-93	27,711,161	734,567	-	28,445,728
	1994-95	28,910,963	1,384,082	-	30,295,045
280 FIELD PROGRAMMES IN EUROPE	1992-93	7,792,492	366,516	472,000	8,631,008
	1994-95	9,438,344	240,600	544,000	10,222,944
290 OTHER BUDGETARY PROVISIONS	1992-93	17,949,766	-	311,975	18,261,741
	1994-95	18,426,656	-	311,975	18,738,631
292 ADJUSTMENT FOR STAFF TURNOVER	1992-93	(3,394,995)	-	-	(3,394,995)
	1994-95	(3,394,995)	-	-	(3,394,995)
295 UNFORESEEN EXPENDITURE	1992-93	875,000	-	-	875,000
	1994-95	875,000	-	-	875,000
296 WORKING CAPITAL FUND	1992-93	-	-	-	-
	1994-95	-	-	-	-
TOTAL	**1992-93**	**405,690,000**	**204,130,783**	**121,709,629**	**731,530,412**
TOTAL	**1994-95**	**405,690,000**	**128,007,562**	**145,499,129**	**679,196,691**

Information Annex No. 6

Breakdown by means of action (at 1992-93 cost rates)

Classification by means of action

1. Resources for each technical programme are broken down in a separate budget table by means of action under each major programme. The standard classsification of means of action comprises: *technical meetings*; *research*; *dissemination of information*; *standard-setting activities*; *technical advisory services*; *service and support of technical cooperation projects*; *regular budget field projects*; and *Management, General Service support and other activities*. These means of action are interrelated and the distinction between them is not always evident. Thus, it is often difficult to judge under which means of action a given activity should be shown. For example, a large proportion of the research proposed is for the preparation of reports for the Governing Body and evaluation studies; other research is designed to enable the Office to provide technical information or technical advisory services which in turn is closely linked to operational activities. The point at which one of these means of action turns into another is often difficult to determine and many activities imply several means of action in practice. The resources shown under each means of action are therefore purely indicative. Subject to this proviso, the definitions of the means of action are set out below.

Technical meetings

2. This heading covers the following types of meetings:

- *Sectoral meetings*: meetings recommended by the Industrial Activities Committee. These meetings are listed in programme 100.6 (Sectoral meetings).
- *Tripartite advisory meetings*: meetings attended by participants representing government, employer and worker circles with a view to advising the Governing Body on the development of future ILO programmes and policies which may command tripartite support in a given field.
- *Meetings of experts*: meetings attended by experts appointed in their individual capacity to advise the Office and the Governing Body on a well-defined technical subject.
- *Symposia*: meetings, the main purpose of which is to provide for an international exchange of views and experience rather than to reach agreed conclusions for consideration by the Governing Body.

Included under this heading are the direct costs (e.g. travel costs and allowances of delegates) of meetings financed by the regular budget as well as the costs involved in the preparation of the reports for the meeting, servicing the meeting and any administrative follow-up activities which may be necessary (including the records of the proceedings of the meeting). A list of all sectoral meetings, tripartite advisory meetings and meetings of experts appears in Information Annex No. 9.

Research

3. This heading covers: research activities and evaluation studies (other than periodic, mid-term or terminal evaluations of specific technical cooperation projects which are included under Service and support of technical cooperation projects); studies leading to monographs, published by or on behalf of the ILO or articles in the *International Labour Review*, other technical journals or contributions to the *World Labour Report*; and preparation of, or contributions to, reports submitted to the Governing Body and its committees, reports for the Conference other than for the adoption or supervision of standards (including reports for general discussion), and reports for other organizations and inter-agency working groups.

Dissemination of information

4. This heading covers: dissemination of information within the framework of the International Labour Information System (ILIS); compilation, analysis, translation and editing of current information for recurrent publications (e.g. *International Labour Review*); representing the ILO at meetings outside the Office; coordinating and/or liaising with other organizations; elaboration of new training techniques, teaching aids and teaching materials (including those specifically developed for technical cooperation projects); preparation of manuals and guidelines when this involves presenting and synthesizing existing material rather than undertaking original research; and responding to ad hoc requests for information.

Standard-setting activities

5. This heading covers: all work related to the development, formulation, implementation, promotion and revision of ILO Conventions and Recommendations, ILO declarations and codes of practice and standards elaborated in collaboration with other organizations and endorsed by the ILO. This includes: the preparation of reports to the Governing Body on the questions proposed for standard-setting and the preparation of reports to the Conference on the items selected; technical analysis, in collaboration with major programme 50 (International labour standards and human rights), of periodic reports on Conventions and Recommendations and other work related to the formulation, implementation and revision of standards.

Technical advisory services

6. This heading covers: responding to ad hoc requests from ILO constituents or other organizations for technical advice in the ILO's field of competence; participation in the programming or evaluation missions of other organizations; and participation in educational activities both within the framework of ILO-sponsored projects or at the request of another institution or of ILO constituents.

Service and support of technical cooperation projects

7. This heading covers:

a) *Programme planning and project formulation.* All activities leading to the development and financing of technical cooperation projects, including the design and development of projects; negotiations and consultations with recipients and donors; and preparation of project documents.

b) *Project implementation.* All activities of a technical or administrative nature required in support of the technical cooperation projects for which the Office has responsibility (e.g. technical supervision and evaluation, recruitment of experts, fellowships, equipment procurement, financial management).

Regular budget field projects

8. This heading covers operational activities including fellowships, operational equipment, seminars and study tours, and short-term expert assignments. As explained in the Introduction, the new multidisciplinary advisory teams will be funded from RBTC. The descriptions of RBTC-funded field projects contain only a general indication of the nature of these activities. Under the regular budget, some elements of the programme can be planned well in advance, but others are arranged much later, in the light of priority needs as they develop. Indicative figures for the distribution of RBTC credits are shown in the budget tables for the major programmes in the technical sector and for the regions. Further details of the proposed RBTC appropriations for all major programmes, at headquarters and in the field, are shown in Information Annex No. 7.

Management, General Service support and other activities

9. This heading covers all the activities which do not correspond to any of the means of action described above. In particular it covers programme management and support and, in most programmes, General Service clerical and secretarial support.

Resource breakdown by means of action (at 1992-93 cost rates)

PROGRAMMES	TECHNICAL MEETINGS	RESEARCH	DISSEMIN OF INFORMATION	STANDARD-SETTING ACTIVITIES	TECHNICAL COOPERATION ACTIVITIES			MANAGEMENT. GS SUPPORT AND OTHER ACTIVITIES	TOTAL 1994-95
					ADVISORY SERVICES	SERVICE AND SUPPORT	PROJECTS (INCL. RBTC)		
INTERNATIONAL LABOUR STANDARDS AND HUMAN RIGHTS									
050.10	-	-	-	1,074,096	-	-	109,400	713,029	1,896,525
050.20	707,346	-	-	4,719,212	1,179,644	-	352,040	526,344	7,484,586
050.30	-	-	-	1,568,160	185,274	-	180,000	539,844	2,473,278
050.40	117,586	259,688	351,360	432,306	540,548	-	269,000	561,258	2,531,746
050.50	-	-	1,674,922	-	-	-	24,960	274,137	1,974,019
TOTAL REGULAR BUDGET	**824,932**	**259,688**	**2,026,282**	**7,793,774**	**1,905,466**	-	**935,400**	**2,614,612**	**16,360,154**
TOTAL OTHER SOURCES	-	-	-	-	-	-	-	**28,986**	**28,986**
EMPLOYMENT AND DEVELOPMENT									
060.10	-	223,747	301,905	123,516	-	-	-	496,264	1,145,432
060.20	-	568,426	958,561	-	817,384	-	-	635,967	2,980,338
060.30	-	698,719	390,325	-	968,236	-	-	447,051	2,504,331
060.40	-	261,105	527,006	401,427	2,033,742	370,548	726,000	909,945	5,229,773
060.50	82,344	255,554	236,140	-	346,274	-	94,000	340,786	1,355,098
TOTAL REGULAR BUDGET	**82,344**	**2,007,551**	**2,413,937**	**524,943**	**4,165,636**	**370,548**	**820,000**	**2,830,013**	**13,214,972**
TOTAL OTHER SOURCES	-	-	-	-	-	-	**73,295,000**	**2,620,663**	**75,915,663**
ENTERPRISE AND COOPERATIVE DEVELOPMENT									
065.10	-	-	-	-	-	-	-	737,700	737,700
065.20	-	301,118	168,602	-	1,226,644	564,822	485,000	1,263,210	4,009,396
065.30	149,172	-	332,430	-	571,564	308,790	50,000	422,828	1,834,784
TOTAL REGULAR BUDGET	**149,172**	**301,118**	**501,032**	-	**1,798,208**	**873,612**	**535,000**	**2,423,738**	**6,581,880**
TOTAL OTHER SOURCES	-	-	-	-	-	-	**64,882,000**	**2,465,302**	**67,347,302**
TRAINING									
070.10	-	-	-	-	-	-	-	945,044	945,044
070.20	-	733,166	322,414	112,637	676,255	-	60,000	535,528	2,440,000
070.30	-	542,357	52,517	-	1,060,408	660,911	150,000	298,513	2,764,706
070.40	168,172	192,688	203,567	30,879	412,841	212,360	264,900	288,775	1,774,182
TOTAL REGULAR BUDGET	**168,172**	**1,468,211**	**578,498**	**143,516**	**2,149,504**	**873,271**	**474,900**	**2,067,860**	**7,923,932**
TOTAL OTHER SOURCES	-	-	-	-	-	-	**35,889,000**	**1,508,777**	**37,397,777**
INDUSTRIAL RELATIONS AND LABOUR ADMINISTRATION									
080.10	-	-	-	-	-	-	526,000	537,680	1,063,680
080.20	-	677,616	669,045	369,376	1,735,530	401,427	-	1,369,280	5,222,274
080.30	-	337,911	278,172	123,516	881,735	112,637	-	631,086	2,365,057
TOTAL REGULAR BUDGET	-	**1,015,527**	**947,217**	**492,892**	**2,617,265**	**514,064**	**526,000**	**2,538,046**	**8,651,011**
TOTAL OTHER SOURCES	-	-	-	-	-	-	**9,367,000**	**286,633**	**9,653,633**
WORKING CONDITIONS AND ENVIRONMENT									
090.10	-	-	-	-	-	-	1,214,700	1,235,721	2,450,421
090.20	318,758	-	411,272	388,669	2,000,278	154,395	-	1,048,140	4,321,512
090.30	-	-	1,516,193	-	439,731	82,344	-	386,688	2,424,956
090.40	182,172	-	841,943	621,994	1,356,937	82,344	-	1,045,140	4,130,530
TOTAL REGULAR BUDGET	**500,930**	-	**2,769,408**	**1,010,663**	**3,796,946**	**319,083**	**1,214,700**	**3,715,689**	**13,327,419**
TOTAL OTHER SOURCES	-	-	-	-	-	-	**19,620,000**	**279,177**	**19,899,177**

PROGRAMMES	TECHNICAL MEETINGS	RESEARCH	DISSEMIN OF INFORMATION	STANDARD-SETTING ACTIVITIES	TECHNICAL COOPERATION ACTIVITIES			MANAGEMENT, GS SUPPORT AND OTHER ACTIVITIES	TOTAL 1994-95
					ADVISORY SERVICES	SERVICE AND SUPPORT	PROJECTS (INCL. RBTC)		
SECTORAL ACTIVITIES									
100.10	1,109,133	-	-	-	-	-	-	679,942	1,789,075
100.20	916,077	509,013	731,152	-	132,930	-	37,000	819,924	3,146,096
100.30	323,790	-	123,516	72,051	236,739	185,274	246,000	409,586	1,596,956
100.40	628,994	123,516	288,204	114,568	113,223	-	35,000	552,489	1,855,994
100.50	102,930	-	72,051	81,758	164,688	-	28,000	270,802	720,229
100.60	3,752,924	-	-	-	-	-	-	-	3,752,924
TOTAL REGULAR BUDGET	**6,833,848**	**632,529**	**1,214,923**	**268,377**	**647,580**	**185,274**	**346,000**	**2,732,743**	**12,861,274**
TOTAL OTHER SOURCES	-	-	-	-	-	-	**14,270,000**	**569,033**	**14,839,033**
SOCIAL SECURITY									
110.10	-	224,153	921,892	185,274	2,138,377	370,548	389,400	894,496	5,124,140
TOTAL REGULAR BUDGET	-	**224,153**	**921,892**	**185,274**	**2,138,377**	**370,548**	**389,400**	**894,496**	5,124,140
TOTAL OTHER SOURCES	-	-	-	-	-	-	**2,712,000**	**144,928**	**2,856,928**
LABOUR INFORMATION AND STATISTICS									
120.10	-	-	247,032	-	-	-	88,700	571,656	907,388
120.20	-	-	5,573,180	-	-	-	-	489,888	6,063,068
120.30	129,586	251,955	3,090,058	818,192	229,705	456,721	-	338,000	5,314,217
120.40	-	-	-	-	-	-	-	11,045,171	11,045,171
TOTAL REGULAR BUDGET	**129,586**	**251,955**	**8,910,270**	**818,192**	**229,705**	**456,721**	**88,700**	**12,444,715**	**23,329,844**
TOTAL OTHER SOURCES	-	-	-	-	-	-	**1,000,000**	**1,029,767**	**2,029,767**
INTERDEPARTMENTAL PROJECTS									
140.10	351,172	-	-	-	-	-	-	-	351,172
140.20	-	-	239,688	278,653	671,271	-	192,000	509,792	1,891,404
140.30	-	645,005	297,973	-	502,548	153,516	280,000	456,688	2,335,730
140.40	-	-	-	352,032	997,580	-	240,000	491,602	2,081,214
140.50	-	-	-	-	-	-	-	603,614	603,614
140.60	-	-	-	-	1,381,738	-	-	-	1,381,738
TOTAL REGULAR BUDGET	**351,172**	**645,005**	**537,661**	**630,685**	**3,553,137**	**153,516**	**712,000**	**2,061,696**	**8,644,872**
TOTAL OTHER SOURCES	-	-	-	-	-	-	-	-	-
WORKERS' ACTIVITIES									
230.10	-	-	-	-	548,093	158,430	-	1,789,626	2,496,149
230.20	490,841	24,586	791,357	-	3,197,522	276,032	3,804,700	995,464	9,580,502
TOTAL REGULAR BUDGET	**490,841**	**24,586**	**791,357**	-	**3,745,615**	**434,462**	**3,804,700**	**2,785,090**	**12,076,651**
TOTAL OTHER SOURCES	-	-	-	-	-	-	**12,803,000**	**309,688**	**13,112,688**

Information Annex No. 7

RBTC appropriations by major programme (in constant 1992-93 dollars)

The table below compares the RBTC appropriations proposed for the biennium 1994-95 with the corresponding figures for the biennium 1992-93. Thus the column for the biennium 1992-93 for each of the regions includes data relating to the regional advisers and their support (in terms of local staff and non-staff costs) presently funded from the regular budget proper; and regional advisers, local support staff and non-staff costs associated with the regional centres presently funded from RBTC. Details of the new definition of RBTC were given in the Introduction to these proposals which describes how the ILO's technical capacity in the regions is to be reorganized into 14 multidisciplinary teams to be financed from RBTC. The resources for these teams are shown in the 1994-95 column of this table, which also indicates the amount set aside for field projects.

	Major programme	1992-93 $	1994-95 $
50	INTERNATIONAL LABOUR STANDARDS AND HUMAN RIGHTS	910,500	935,400
60	EMPLOYMENT AND DEVELOPMENT	819,900	820,000
65	ENTERPRISE AND COOPERATIVE DEVELOPMENT	484,600	535,000
70	TRAINING	474,900	474,900
80	INDUSTRIAL RELATIONS AND LABOUR ADMINISTRATION	526,000	526,000
90	WORKING CONDITIONS AND ENVIRONMENT	1,189,700	1,214,700
100	SECTORAL ACTIVITIES	346,300	346,000
110	SOCIAL SECURITY	389,400	389,400
120	LABOUR INFORMATION AND STATISTICS	88,700	88,700
130	INTERNATIONAL INSTITUTE FOR LABOUR STUDIES	172,000	172,000
140	INTERDEPARTMENTAL PROJECTS	912,000	712,000
150	DEVELOPMENT COOPERATION	930,000	682,400
200	PROGRAMMING AND MANAGEMENT	89,900	90,000
225	EMPLOYERS' ACTIVITIES	1,491,200	1,491,200
230	WORKERS' ACTIVITIES	3,804,700	3,804,700
250	FIELD PROGRAMMES IN AFRICA		
	Field projects (RBTC)	4,200,000	4,600,000
	5 Multidisciplinary teams (Staff and non-staff costs)	—	13,126,180
	Regional advisers, support staff and non-staff resources (RBTC)	2,800,000	—
	Regional advisers, support staff and non-staff resources (RB)	9,983,192	—
	Total AFRICA	16,983,192	17,726,180
260	FIELD PROGRAMMES IN THE AMERICAS		
	Field projects (RBTC)	2,887,000	2,509,900
	4 Multidisciplinary teams (Staff and non-staff costs)	—	11,534,775
	CINTERFOR	1,190,100	1,190,100
	Regional advisers, support staff and non-staff resources (RBTC)	2,628,000	—
	Regional advisers, support staff and non-staff resources (RB)	7,939,915	—
	Total AMERICAS	14,645,015	15,234,775
265	FIELD PROGRAMMES IN ARAB STATES		
	Field projects (RBTC)	543,000	637,128
	1 Multidisciplinary team (staff and non-staff costs)	—	2,995,609
	Regional advisers, support staff and non-staff resources (RB)	2,627,738	—
	Total ARAB STATES	3,170,738	3,632,737

	Major programme	1992-93 $	1994-95 $
270	FIELD PROGRAMMES IN ASIA AND THE PACIFIC		
	Field projects (RBTC)	2,913,200	2,940,000
	3 Multidisciplinary teams (staff and non-staff costs)	—	10,664,707
	Regional advisers, support staff and non-staff resources (RBTC)	4,054,000	—
	Regional advisers, support staff and non-staff resources (RB)	6,296,908	—
	Total ASIA	13,264,108	13,604,707
280	FIELD PROGRAMMES IN EUROPE		
	Field projects	390,000	537,600
	1 Multidisciplinary team (staff and non-staff costs)	—	2,114,000
	Regional advisers, support staff and non-staff resources (RB)	394,248	—
	Total EUROPE	784,248	2,651,600
TOTAL RBTC		**61,477,101**	**65,132,399**
	Change from 1992-93 to 1994-95:	+5.9%	

Information annex No. 8

Manpower resources, in work-years, by appropriation line

APPROPRIATION LINE	1994-95			1992-93			INCREASE/(DECREASE)		
	REGULAR BUDGET	OTHER SOURCES OF FUNDS	TOTAL	REGULAR BUDGET	OTHER SOURCES OF FUNDS	TOTAL	REGULAR BUDGET	OTHER SOURCES OF FUNDS	TOTAL
INTERNATIONAL LABOUR CONFERENCE	1/02	-	1/02	1/02	-	1/02	-	-	-
MAJOR REGIONAL MEETINGS	0/06	-	0/06	1/00	-	1/00	(0/06)	-	(0/06)
GENERAL MANAGEMENT	59/00	-	59/00	62/00	-	62/00	(3/00)	-	(3/00)
INTERNATIONAL LABOUR STANDARDS AND HUMAN RIGHTS	130/00	0/03	130/03	126/03	0/10	127/01	3/09	(0/07)	3/02
EMPLOYMENT AND DEVELOPMENT	106/02	27/02	133/04	111/10	61/05	173/03	(5/08)	(34/03)	(39/11)
ENTERPRISE AND COOPERATIVE DEVELOPMENT	54/04	23/00	77/04	54/07	39/07	94/02	(0/03)	(16/07)	(16/10)
TRAINING	66/07	15/07	82/02	68/04	28/04	96/08	(1/09)	(12/09)	(14/06)
INDUSTRIAL RELATIONS AND LABOUR ADMINISTRATION	73/01	2/03	75/04	75/09	3/09	79/06	(2/08)	(1/06)	(4/02)
WORKING CONDITIONS AND ENVIRONMENT	106/03	2/06	108/09	112/11	2/05	115/04	(6/08)	0/01	(6/07)
SECTORAL ACTIVITIES	76/07	4/01	80/08	81/01	5/02	86/03	(4/06)	(1/01)	(5/07)
SOCIAL SECURITY	41/00	1/05	42/05	40/09	2/07	43/04	0/03	(1/02)	(0/11)
LABOUR INFORMATION AND STATISTICS	187/01	9/04	196/05	175/06	10/01	185/07	11/07	(0/09)	10/10
INTERDEPARTMENTAL PROJECTS	48/06	-	48/06	47/06	-	47/06	1/00	-	1/00
DEVELOPMENT COOPERATION	13/00	70/00	83/00	14/00	78/00	92/00	(1/00)	(8/00)	(9/00)
PERSONNEL	106/03	57/06	163/09	102/10	61/08	164/06	3/05	(4/02)	(0/09)
FINANCIAL AND CENTRAL ADMINISTRATIVE SERVICES	322/07	45/07	368/02	332/04	48/01	380/05	(9/09)	(2/06)	(12/03)
EDITORIAL AND DOCUMENT SERVICES	301/00	45/10	346/10	317/00	49/02	366/02	(16/00)	(3/04)	(19/04)
LEGAL SERVICES	19/00	1/00	20/00	19/00	1/00	20/00	-	-	-
PROGRAMMING AND MANAGEMENT	36/01	5/00	41/01	36/01	5/00	41/01	-	-	-
RELATIONS AND MEETINGS	171/00	-	171/00	173/00	-	173/00	(2/00)	-	(2/00)
EMPLOYERS' ACTIVITIES	21/00	1/00	22/00	19/00	1/00	20/00	2/00	-	2/00
WORKERS' ACTIVITIES	60/02	2/06	62/08	50/05	3/11	54/04	9/09	(1/05)	8/04
PUBLIC INFORMATION	30/03	-	30/03	30/00	-	30/00	0/03	-	0/03
LIAISON OFFICE WITH UNITED NATIONS, NEW YORK	14/00	-	14/00	14/00	-	14/00	-	-	-
FIELD PROGRAMMES IN AFRICA	406/00	48/08	454/08	388/09	42/00	430/09	17/03	6/08	23/11
FIELD PROGRAMMES IN THE AMERICAS	302/00	27/00	329/00	291/00	11/06	302/06	11/00	15/06	26/06
FIELD PROGRAMMES IN ARAB STATES	47/01	1/05	48/06	44/04	1/02	45/06	2/09	0/03	3/00
FIELD PROGRAMMES IN ASIA AND THE PACIFIC	390/03	62/00	452/03	362/00	36/00	398/00	28/03	26/00	54/03
FIELD PROGRAMMES IN EUROPE	89/01	12/00	101/01	76/00	16/00	92/00	13/01	(4/00)	9/01
OTHER BUDGETARY PROVISIONS	10/03	4/01	14/04	10/03	4/01	14/04	-	-	-
TOTAL	**3289/03**	**469/02**	**3758/05**	**3238/08**	**512/09**	**3751/05**	**50/07**	**(43/07)**	**7/00**

	REGULAR BUDGET		OTHER SOURCES OF FUNDS		TOTAL	
	P	G	P	G	P	G
1992-93	1402/07	1836/01	175/09	337/00	1578/04	2173/01
1994-95	1415/02	1874/01	129/00	340/02	1544/02	2214/03

Information Annex No. 9

Schedule of Meetings for the Biennium 1994-95

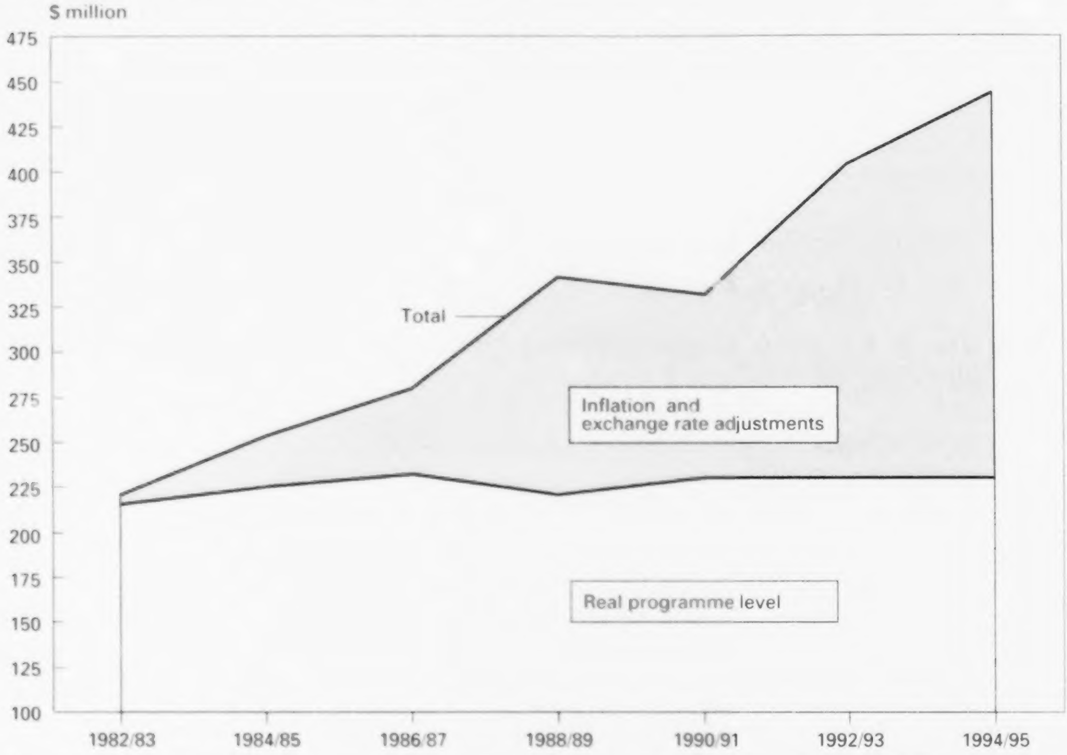
Programme	Title	Estimated direct cost (in US dollars)
	A. Major advisory meetings	
30	*Major regional meetings*	
	Eighth African Regional Conference	911,780
	Fifth European Regional Conference	770,000
	Advisory Meeting of Governing Body Members from Europe	28,700
	Advisory Meeting of Governing Body Members from Asia	32,400
100.6	*Sectoral meetings*	
	Committee on Salaried Employees and Professional Workers (Tenth Session)	344,360
	Metal Trades Committee (Thirteenth Session)	370,320
	Coal Mines Committee (Thirteenth Session)	230,000
	Chemical Industries Committee (Eleventh Session)	380,000
	Committee on Work on Plantations (Tenth Session)	275,000
	Fourth Tripartite Technical Meeting for the Clothing Industry	360,000
	Tripartite Meeting on Maritime Labour Standards	25,600
	Meeting on the Impact of Structural Adjustment in the Public Services (Efficiency, Quality Improvement and Working Conditions)	115,000
	Meeting on Productivity and Employment in Commerce and Offices	139,000
	Standing Technical Committee for Educational Personnel (First Session)	132,000
	Tripartite Meeting on the Consequences for Management and Personnel of the Restructuring of Railways	168,790
	Meeting on Social and Labour Problems Caused by Structural Adjustments in the Port Industry	205,000
	Meeting on Social and Labour Issues Concerning Migrant Workers in the Construction Industry	145,000
	Meeting on Globalization of the Footwear, Textiles and Clothing Industries: Effects on Employment and Working Conditions	200,000
	One meeting on a subject to be decided at a later date	168,790

Programme	Title	Estimated direct cost (in US dollars)
	B. Other meetings	
50.2	Committee of Experts on the Application of Conventions and Recommendations (two meetings)	295,260
50.4	Meeting of Experts on Personnel Policies to Promote Equality of Opportunity and Treatment in Employment	97,000
65.3	International Meeting on Cooperative Law	83,000
70.4	Tripartite Meeting of Experts on Standard Rules Concerning Drugs and Alcohol in the Workplace	112,000
90.2	Joint ILO/WHO Committee on Occupational Health (Twelfth Session)	27,000
	Meeting of Experts on Occupational Accidents and Diseases	114,000
	Meeting of Experts on Workplace Specifications	114,000
90.4	Meeting of Experts on Workers' Privacy	121,000
100.4	Joint ILO/UNESCO Committee of Experts on the Application of the Recommendation Concerning the Status of Teachers (CEART)	32,000
120.3	Meeting of Experts on Labour Statistics on the Measurement of Underemployment	101,000
140.1	Second High-Level Meeting on Employment and Structural Adjustment	200,000
	International Forum on Equality for Women in a Changing World	90,000
225.1	International Round Table on the New Role of Employers' Organizations in Countries with Economies in Transition	110,000
230.2	International Symposium on the Role of Workers' Education in the Promotion of Trade Union Rights	110,000

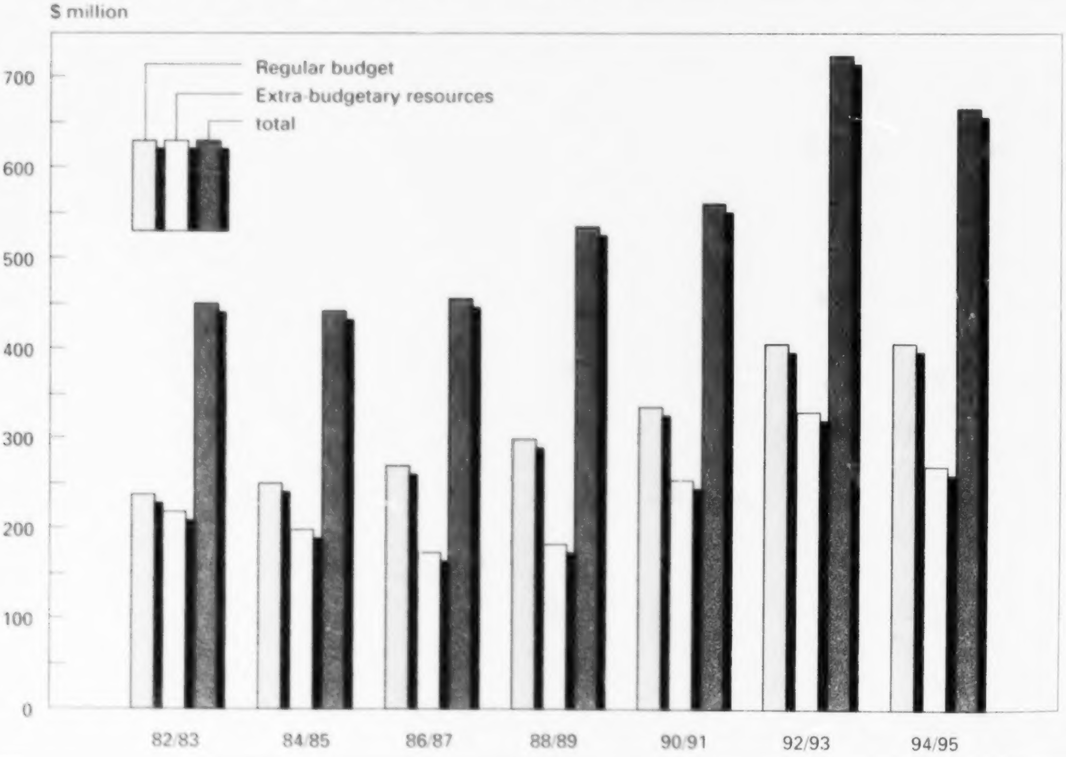
Information annex No. 10

Illustrative charts concerning proposed resource levels

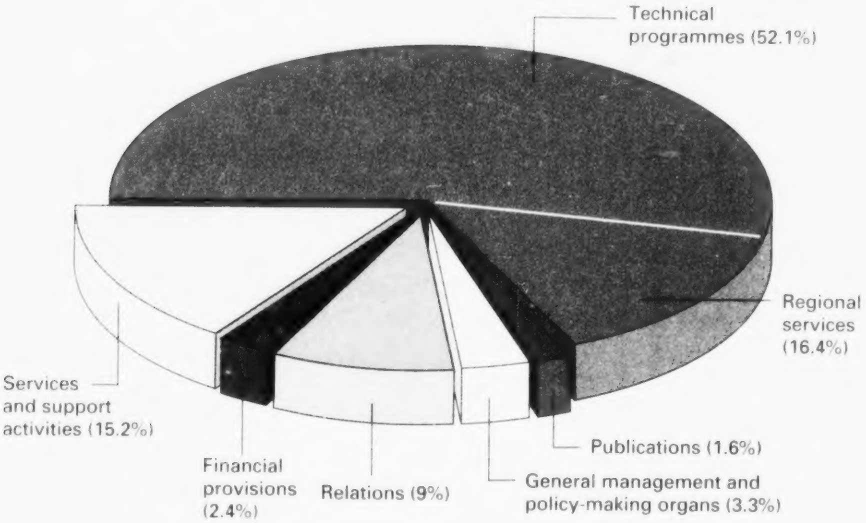
1. Effect of exchange rate changes and inflation (1982-1995)



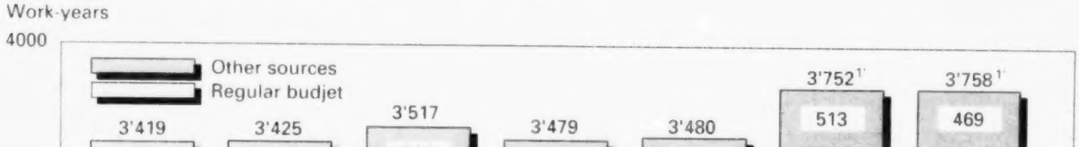
2. Regular extra-budgetary and total funds (1982-1995) - (in 1992-1993 constant)



3. Breakdown of resources (all sources off funds) (1994-1995)



4. Level of staff resources (1982-1995) - excluding experts in the field



[1] In accordance with the redefinition of the use of RBTC resources, of which details are given in the Introduction, regional advisers and local staff who were financed from these credits appear on this graph as from 1992-93 biennium.

List of abbreviations

ACABQ	Advisory Committee on Administrative and Budgetary Questions
ACC	Administrative Committee on Coordination
ADB	Asian Development Bank
ALO	Arab Labour Organization
ARLAC	African Regional Labour Administration Centre
ASEAN	Association of South-East Asian Nations
CARICOM	Caribbean Community
CCAQ	Consultative Committee on Administrative Questions
CIADFOR	Inter-African Centre for the Development of Vocational Training
CIDA	Canadian International Development Agency
CIESS	Inter-American Centre for Social Security Studies
CINTERFOR	Inter-American Research and Documentation Centre on Vocational Training
CIS	International Occupational Safety and Health Information Centre
COPAC	Committee for the Promotion and Advancement of Cooperatives
CRADAT	African Regional Centre for Labour Administration
ECA	United Nations Economic Commission for Africa
ECE	United Nations Economic Commission for Europe
ECLAC	United Nations Economic Commission for Latin America and the Caribbean
ECOWAS	Economic Community of West African States
EEC	European Economic Community
ESCAP	United Nations Economic and Social Commission for Asia and the Pacific
EUROSTAT	Statistical Office of the European Communities
FAO	Food and Agriculture Organization of the United Nations
FICSA	Federation of International Civil Servants' Associations
FIPOI	Property Foundation for International Organizations
GATT	General Agreement on Tariffs and Trade
HABITAT	United Nations Centre for Human Habitations
IACSS	Permanent Inter-American Committee on Social Security
IAEA	International Atomic Energy Agency
IBRD	International Bank for Reconstruction and Development
ICATU	International Confederation of Arab Trade Unions
ICC	International Computing Centre
ICLS	International Conference of Labour Statisticians
ICSC	International Civil Service Commission
IDB	Inter-American Development Bank
IFAD	International Fund for Agricultural Development
ILC	International Labour Conference
ILIS	International Labour Information System
IMO	International Maritime Organization
INSTEAD	Information Service for Technological Alternatives for Development
INTERMAN	International Management Development Network
IOM	Intergovernmental Organization for Migration
ISSA	International Social Security Association
JIU	Joint Inspection Unit
LABORDOC	International Labour Documentation
MIES	Mediterranean Information Exchange System on International Migration and Employment
NEA-OECD	Nuclear Energy Agency – Organization for Economic Cooperation and Development
NGO	Non-governmental organization
NHSCP	National Household Survey Capability Programme
OAS	Organization of American States
OATUU	Organization of African Trade Union Unity
OAU	Organization of African Unity

OECD	Organization for Economic Cooperation and Development
PAHO	Pan American Health Organization
PERSIS	Personnel Information System
PIACT	International Programme for the Improvement of Working Conditions and Environment
RAPLA	Regional Arab Programme for Labour Administration
RBTC	Regular Budget Technical Cooperation
SELA	Latin American Economic System
TCDC	Technical Cooperation among Developing Countries
TSS1	Technical support services at the programme level
TSS2	Technical support services at the project level
UNCSTD	United Nations Centre for Science and Technology for Development
UNCTAD	United Nations Conference on Trade and Development
UNDP	United Nations Development Programme
UNDRO	Office of the United Nations Disaster Relief Coordinator
UNEP	United Nations Environment Programme
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNFPA	United Nations Population Fund
UNHCR	United Nations High Commissioner for Refugees
UNICEF	United Nations Children's Fund
UNIDO	United Nations Industrial Development Organization
UNIFEM	United Nations Development Fund for Women
WFC	World Food Council
WFP	World Food Programme
WHO	World Health Organization
WIPO	World Intellectual Property Organization
WTO	World Tourism Organization

Note: Certain acronyms, which occur only once or twice, are accompanied by the full title where they appear in the text and are therefore not listed above.

Index to the Technical and Regional Major Programmes

The titles of major programmes and programmes are reproduced in italic capital characters followed by the major programme or programme number, e.g. *TRAINING, 70*, or *TRAINING POLICIES, 70.2*.

The titles of subprogrammes are reproduced in italic lower case characters followed by the paragraph number within the major programme, e.g. *Promotion and development of cooperatives, 65.35*.

All other entries are followed by their paragraph numbers within the major programme or the Introduction.

Accident, see in particular: *Occupational accidents, 90.21*; Promoting national action for accident prevention, 90.22; see also, 90.23-24, 90.28, 90.32, 90.47, 120.19, 230.28, 260.32, 265.18, 270.26; prevention, 70.56, 80.42, 90.4, 90.14, 90.21-22, 90.37, 90.49; **major industrial accidents**, see in particular: Prevention of industrial disasters and environmental protection, 90.34; see also, 90.47, 230.28, Introduction, 43; prevention, 90.15, 90.34, 90.43; see also under Meeting of Experts on Occupational Accidents and Diseases

ACC Task Force on Long-Term Development Objectives, 60.14

ACC Task Force on Rural Development, 60.46

Active labour market policies, see under employment policies and planning

Active partnership policy, see in particular: Introduction, 7-16; see also, 75.7, 75.42, 140.48, 150.1, 150.3-4, 150.7-9, 150.14, 250.1, 260.1, 260.5, 265.5

Adjustment, see under structural adjustment

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Africa, see in particular: *REGIONAL TECHNICAL PROGRAMMES, 250.3*; *Central and West Africa Multidisciplinary Advisory Team, 250.12*; *East Africa Multidisciplinary Advisory Team, 250.14*; *North Africa Multidisciplinary Advisory Team, 250.16*; *North-West Africa Multidisciplinary Advisory Team, 250.17*; *Southern Africa Multidisciplinary Advisory Team, 250.19*; see also, 60.53, 60.56-57, 60.62, 60.65-67, 70.40, 75.15, 75.19, 80.20, 80.37, 80.49, 90.38, 90.44, 90.52, 100.18, 140.11, 230.3, 230.11, 230.14, 230.33, 265.12; assessment of advisory services in, 60.25; community-based training in, 70.35; see also under South Africa and southern Africa

Africa Household Survey Capability Programme, 250.28

African Development Bank (ADB), 250.4

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African Regional Conference, 250.1

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Agency support costs, Introduction, 109

Agenda 21, 60.20, 140.35, 140.45, Introduction, 63, 118; see also under UN Conference on Environment and Development

Agricultural Education, Science and Training, FAO/UNESCO/ILO Inter-Secretariat Working Group on, 70.44

Agriculture, see in particular: Extension of occupational health services to small-scale enterprises and agriculture, 90.19; see also, contribution to growth, 60.41; occupational health in, 90.19-20, 90.43; small enterprises and cooperatives, 65.6, 65.21, 65.35; see also under Tripartite Technical Meeting on Conditions of Employment and Work in the Rural Sector

AIDS, see in particular, Employment of HIV-positive or AIDS-infected persons, 50.41; see also, 230.29

Alcohol, see under drug and alcohol abuse

Americas, see in particular: *REGIONAL TECHNICAL PROGRAMMES, 260.2*; *Andean Multidisciplinary Advisory Team, 260.12*; *Central American Multidisciplinary Advisory Team, 260.16*; *Americas Southern Cone Multidisciplinary Advisory Team, 260.18*; *Caribbean Multidisciplinary Advisory Team, 260.22*; *CINTERFOR, 260.25*; see also, 60.53-55, 60.57, 60.62, 75.15, 75.20, 75.30, 80.20, 80.37, 90.44, 140.11, 230.3, 230.14, 230.17, 230.33; assessment of advisory services in, 60.25; see also under Conference of American States Members

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